



**U.S. GENERAL SERVICES ADMINISTRATION
Office of Chief Financial Officer
Financial Management Services
Statement of Work**

RFQ No. ID14170185

Amended 12/27/2017

Table of Contents

1.0 BACKGROUND	3
2.0 SCOPE	4
2.1 CFO Divisions	4
2.1.1 PBS Financial Services Division (BGP)	4
2.1.2 Accounting and Financial Reporting Division (BGA)	5
2.1.3 - PBS Analytics Division (BID)	5
2.1.4 Internal Controls Division (BGI)	5
2.2 OCFO Systems	5
2.3 Contract Type	7
3.0 TASKS	8
3.1 Financial Audit Coordination In Support of PBS Financial Services Division (BGP)	8
3.1.1 Statistical Support for accounting estimates and business processes (CLINs 0001, 1001, 2001, 3001, 4001)	8
3.1.2 Accounting and Analytical Support for Financial Statement Accounts (CLINs 0002, 1002, 2002, 3002, 4002)	9
3.1.3 Accounting and Analytical Support related to RWAs (CLINs 0003, 1003, 2003, 3003, 4003)	10
3.1.4 Strategic Accounting and Operational Support (CLINs 0004, 1004, 2004, 3004, 4004)	10
3.1.5 Financial Reporting and Automated Reconciliation Support (CLINs 0005, 1005, 2005, 3005, 4005)	11
3.1.6 Cost Analysis and Automated Tracking Support (CLINs 0006, 1006, 2006, 3006, 4006)	11
3.1.7 Analytical Support of Lease Expense and Occupancy Agreement Revenue Adjustments (CLINs 0007, 1007, 2007, 3007, 4007)	12
3.1.8 Specialized MS Access Programming Support (CLINs 0008, 1008, 2008, 3008, 4008)	13
3.2 Review and Analyze the General Ledger and Associated Records In Support of Accounting and Financial Reporting Division (BGA)	14
3.2.1 Assessing Resolved Corrective Action Plans (CAPs) Support (CLINs 0009, 1009, 2009, 3009, 4009)	14
3.3 Develop Revenue Figure In Support of PBS Analytics Division (BID)	14
3.3.1 General and Specialized Reporting and Analytical Support (CLINs 0010, 1010, 2010, 3010, 4010)	14
3.3.2 Develop and Maintain Business Intelligence Tools (CLINs 0011, 1011, 2011, 3011, 4011)	15
3.3.3 Provide Revenue Analysis (CLINs 0012, 1012, 2012, 3012, 4012)	15
3.4 Internal Reports and Control Support for Internal Controls Division (BGI)	15
3.4.1 Purchase Card Transaction Testing (CLINs 0013, 1013, 2013, 3013, 4013)	15
3.4.2 IPERA Reporting Support (CLINs 0014, 1014, 2014, 3014, 4014)	16
3.4.3 Development and Issuance of the GSA Internal Control Plan (CLINs 0015, 1015, 2015, 3015, 4015)	16
3.4.4 Prepare Supporting Information for the Agency Financial Report (CLINs 0016, 1016, 2016, 3016, 4016)	16
3.4.5 Support for the Management Control and Oversight Council (MCOC) (CLINs 0017, 1017, 2017, 3017, 4017)	16
3.5 Surge for Financial Services Support including Financial Corrective Action Plans	17
4.0 SAMPLE LABOR CATEGORIES	17
4.1 KEY PERSONNEL	17
4.2 KEY PERSONNEL SUBSTITUTIONS/REPLACEMENTS	17
5.0 CONTRACTOR FURNISHED EQUIPMENT	18

Statement of Work (RFQ No. ID14170185)

	3
6.0 LOCATION AND HOURS OF WORK	18
7.0 AD HOC OR SITUATIONAL TELEWORK.....	18
8.0 PERIOD OF PERFORMANCE.....	19
9.0 DELIVERABLES	19
<u>9.1 Monthly Reports</u>	<u>18</u>
9.2 Kickoff Meeting	40
9.2.1 Agendas and Presentations for Kick-Off Meeting	41
9.3 Meetings with the Contracting Officer Representative	41
9.4 Status Meetings with GSA Management and Contracting Officer Representative	41
9.5 High Level Status Meetings	41
9.6 Bi-Weekly or Monthly Progress Reports	42
10.0 TRANSITION IN / OUT.....	43
11.0 CONTRACT ADMINISTRATION.....	43
12.0 CONTRACT MANAGEMENT	43
13.0 NON-DISCLOSURE AGREEMENTS.....	43
14.0 ORGANIZATIONAL CONFLICT OF INTEREST	44
15.0 PERFORMANCE REQUIREMENT SUMMARY	44
16.0 QUALITY ASSURANCE SURVEILLANCE PLAN (QASP).....	65
17.0 GOVERNMENT POINTS OF CONTACT	66
18.0 ACRONYMS.....	66
APPENDIX A – NONDISCLOSURE AGREEMENT	68
APPENDIX B – Conflict of Interest Certification.....	70

1.0 BACKGROUND

The U.S. General Services Administration (GSA) delivers the best value in real estate, acquisition and technology services to the Federal government and American people for more than 67 years. The agency's core mission is to help federal agencies buy smarter, reduce their real estate footprint, provide efficient, cost saving technology and create a better, faster federal government.

GSA consists of a Central Office, 11 regional offices, 2 primary services, and a number of staff offices supporting the mission of GSA and the services. The 2 services consist of the the Federal Acquisition Service (FAS) and the Public Buildings Service (PBS).

PBS acts as the Federal Government's real estate arm and owns or leases office space in 9,600 buildings nationwide. In addition to office space, GSA owns the nation's Land Ports of Entry (LPOEs), courthouses, laboratories, post offices, and data processing centers. The agency is also responsible for promoting effective use of land assets, as well as disposal of federal property that is underutilized at-ate or local governments and nonprofit organizations. PBS serves as a builder, developer, lessor and manager of Federally owned and leased properties providing a full range of real estate services: real estate brokerage, property management, construction and repairs, security services, property disposal and overall portfolio management. PBS also services over 100 Federal agencies and Commissions.

To support the financial and accounting activity of PBS, the Office of the Chief Financial Officer (OCFO), a staff office within GSA that provides financial, payroll, and systems services for the agency as well as more than 50 external clients, has in place comprehensive financial and budgetary programs to manage this business. As part of these financial and budgetary programs, the OCFO requires continued contractor support to assist PBS to achieve its financial operations and budget activities.

2.0 SCOPE

The purpose of this Statement of Work (SOW) is to procure and establish a task order(s) for **G S A** Financial Management Services for GSA Public Building Services (PBS). PBS's goal is to achieve audit standards and meet financial and accounting requirements standards by ensuring that key accounts are accurate and maintained in accordance with the guiding regulations, policies, and directives. The Government may award up to two task orders to one large business and one small disadvantaged business.

2.1 CFO Divisions

The following four divisions of OCFO² will require financial support:

2.1.1 ~~BGP~~ PBS Financial Services Division (BGP)

The PBS Financial Services Division coordinates the financial audits of the Public Building Service (PBS) and provides expert advice on accounting procedures and policies that impact financial operations of the Federal Buildings Fund (FBF). BGP is also responsible for centrally performing mitigating controls on high risk populations and balances to ensure financial information is timely, accurate, and consistent throughout PBS.

The PBS Financial Services Division (BGP) identified under 2.1.1 of the SOW relies on 5 financial management teams. Below is a summary of the teams and their responsibilities:

Team ULO (unliquidated obligations) - Responsible for ensuring contract awards and award modifications are recorded accurately and timely. As part of this responsibility, team ULO reviews and reports on contract variances between the PBS contract writing system (EASi) and the GSA financial management system (Pegasys), manages the ULO semi-annual and high risk reviews, prepares worksheet adjustments of unrecorded obligations, monitors and reviews energy savings performance contracts (ESPCs), and serves as subject matter experts for EASi and Pegasys issues and systems enhancements.

Team RWA (Reimbursable Work Authorizations) - Responsible for ensuring the validity of RWAs and the accuracy of the unfilled customer order (UFCO) balance. As part of this responsibility, team RWA manages the UFCO semi-annual and high risk reviews, prepares worksheet adjustments of unrecorded balances, manages the RWA mailbox, reviews and ensure proper accounting treatment for pricing deviations of agency-funded shell transactions via an RWA, monitors RWA chargebacks, issues RWA status reports, and assists PBS in ensuring the accuracy of RWA performance metrics.

Team Property - Responsible for the accurate accounting and recording of PBS buildings, construction projects, and personal property. As part of this responsibility, team Property reviews multi-asset projects and large dollar construction projects, issues a weekly construction in process report, performs reviews of completed and smaller dollar projects, compares data on PBS' building inventory in REXUS to Fixed Assets financial information, and prepares worksheet adjustments for any actions needed but not recorded in Fixed Assets.

Team Lease - Responsible for the accurate accounting and recording of PBS leasing actions. As part of this responsibility, team lease issues a lease expense and revenue accruals report, performs lease classification analysis over PBS leases, prepares monthly revenue and expense tax accruals, prepares footnote disclosures for the GSA Agency Financial Report including building logic of schedules for lease obligations and minimum revenue guarantee, creates the necessary amortization tables, submits worksheet adjustments, analyzes and books special financial terms for new leases and Occupancy Agreements (i.e. free rent, step rent, broker commission credits, capital leases), and supports the REXUS to Pegasys interface.

Team EL (Environmental Liabilities) - Responsible for the accurate accounting and recording of PBS environmental liabilities. As part of this responsibility, team EL compiles EL adjustments for proper recording, performs an environmental coding compliance review, performs reconciliation of REXUS building data as compared to asbestos liability criteria, reviews square footage, building status and year built changes, prepares worksheet adjustments such as reclassification of environmental-related cleanup costs and asbestos/non-asbestos liabilities, performs manual fixes for IRIS to Pegasys interface issues, issues a quarterly environmental liabilities report, prepares EL-related footnote disclosures, prepares liability estimation sensitivity analysis, reviews asbestos surveys, and hosts environmental network meetings.

2.1.2 BGA-- Accounting and Financial Reporting Division (BGA)

The Accounting and Financial Reporting Division reviews and analyzes the general ledger and associated records needed to record, report, control, and monitor the financial resources, assets, liabilities, costs, obligations, and income for which GSA is accountable. The division meets internal and external statutory and regulatory reporting requirements including the year end audited financial statements.

2.1.3 BID-- PBS Analytics Division (BID)

This office develops the top line revenue figure that PBS uses to justify its entire Federal Buildings Fund (FBF) budget submission and ensures that revenue collected supports the budget and tracks the financial performance of the PBS inventory. BID monitors and tracks the PBS rent bill collection process and ensures that revenue collected meets the budget authority allowed to the FBF. The PBS Analytics Division also develops revenue estimates to support the FBF budget submission and monitors the relationship between revenue and expenses and measure the affordability of the PBS leasing process.

2.1.4 BGI-- Internal Controls Division (BGI)

GSA is responsible for establishing and maintaining effective internal control and financial management systems that meet the objectives of the Federal Managers' Financial Integrity Act (FMFIA). The requirements for this effort are defined in the Office of Management and Budget (OMB) Circular A-123, Management's Responsibility for Internal Control.

The Internal Controls Division (BGI) implements the requirements of OMB Circular A-123 and conducts assessments defined under appendices A, B, C, and D of the circular.

2.2 OCFO Systems

The Government will provide contract personnel with access to Government systems required to complete the tasks. The required Government systems are described below.

RETA - The RWA Entry & Tracking Application (RETA) was unveiled in May 2006. It is a web based application that serves the Public Buildings Service as a centralized repository for Reimbursable Work Authorization (RWA) project information and management. RWA data entered RETA interfaces directly with the OCFO's Billing and Accounts Receivable (BAAR) application to facilitate billing and collections of RWA projects.

EASi - PBS Electronic Acquisition System Integration (EASi) project is the new acquisition

system for all of PBS. EASi provides a PR, Solicitation, and Award workflow tool to help complete everyday tasks and streamline the paperwork processes. The goal is to enter new contract actions into the EASi platform and migrate existing active Comprizon actions to the new system as needed using an individual user migration plan approach.

Business Intelligence Framework - Allows users to create easy, user friendly queries and perform data analysis without needing to write complex SQL queries. This reporting tool provides users the ability to execute predefined reports (canned reports) or create custom reports (ad hoc reports) using Business intelligence universes. The reports can be either scheduled or executed individually and exported as an Excel spreadsheet, PDF or comma-separated value (CSV) file. In addition, Business Intelligence provides capabilities to create dashboards based on predefined metrics and key performance indicators to analyze business goals and performance. Business Intelligence combines tools for performance management, reporting, querying and analysis and data integration all based on the same Business intelligence platform for one consolidated source of data, accessible nationwide.

GREX - GSA Real Estate Exchange (GreX) is a mission critical system that requires a leasing specialist to perform essential lease procurement tasks to award a lease as well as perform post occupancy service consistent with National policy and guidance, alignment with gPM principles of project management/ scheduling/ task completion and provides vital lease and productivity data collections for future lease process improvement.

OATool - Occupancy Agreement (OA) Tool is a record of understanding between a client agency that uses space and the agency that controls the owned or leased space. OA Tool is a web-based application that enables a user to create an Occupancy Agreement for a client agency. OA Tool assists users in creating multiple scenarios of an OA to be presented to the client agency. Space and parking used by the client agency, space, costs, rental rates and other related information is documented and stored in the multiple scenarios of rental agreement.

REXUS - Real Estate Across America (REXUS) is an enterprise inventory and lease payment system used by PBS. Deployed in July 2011, it was designed to align with PBS business processes and interface seamlessly with other PBS systems such as eLease, OA Tool and eSmart. REXUS provides tools to manage projects, buildings, leases, agency space assignments (ASAs) (formerly known as CBRs) and OA finalizations. REXUS provides user-specific home pages and notifications to support the management of workflow and offers a rich reporting capability with dozens of filters and options to customize any report and quickly get the information needed.

FMIS - The Financial Management Information System (FMIS) is a data warehouse of GSA financial data that provides users with a medium to obtain historical NEAR (National Electronics Accounting Reports system) as well as current Pegasys financial information. It also acts as a data store, providing detailed and summarized data for various systems in different services of GSA. FMIS-ADS and PCB-ADS are modules within FMIS that allow users to submit batches for making accounting distribution code changes.

IRIS - The Inventory Reporting Information System (IRIS) is a software application which supports two business lines: the Office of Real Property Asset Management (RPAM) and the Office of Energy and Environment. For the Real Property Asset Management Division, IRIS manages the estimated cost of building projects related to repairs and alterations and new construction. For the Office of Energy and Environment, IRIS tracks the status of safety

Statement of Work (RFQ No. ID14170185)

7

deficiencies identified during Occupational Safety and Health Administration (OSHA) and Safety & Environmental Management (SEM) survey inspections. In Region 9, Portfolio Management and Property Development, Service Centers and Field Offices all use IRIS to estimate and manage BA51, BA54 and BA55 funding projects.

BAT - the Building Assessment Tool (BAT) is a tool used to assess and analyze the total dollar reinvestment requirements of its real property portfolio deficiencies in order to develop an appropriate asset strategy. BAT was developed as a module with the Inventory Reporting Information System (IRIS).

ePM - The enterprise Project Management (ePM) system serves as a project management platform for GSA staff, contractors, and customer team members. The core software product (Proliance by Meridian Systems) is a robust project management solution containing dozens of modules to track projects throughout their entire lifecycles.

Pegasys - Pegasys is GSA's core financial system that supports funds management (budget execution and purchasing), credit cards, accounts payable, disbursements, standard general ledger and reporting. Pegasys is a web-based integrated financial management system, provides the tools needed to effectively manage the financial and administrative operations of GSA. Pegasys offers extensive functionality to record financial planning and purchasing events within a state-of-the-art Federal Financial System.

2.3 Contract Type

This is a "labor hour" ~~type task order~~~~contract~~ type. The Government intends to establish up to two labor--hour ~~contract~~ type task orders under 00CORP The Professional Services Schedule for Financial Services-- Special Item Number (SIN) 520 11 Accounting. Pricing will be based GSA Professional Services Schedule (00Corp).

3.0 TASKS

~~The government may award tasks 3.2 (BGA) and 3.4 (BGI) to qualified small disadvantaged businesses.~~

3.1 Financial Audit Coordination In Support of PBS Financial Services Division (BGP)

The objectives of the PBS Financial Services Division (BGP) is to coordinate the financial audits of the Public Building Service (PBS) and provides expert advice on accounting procedures and policies that impact financial operations of the Federal Buildings Fund (FBF). BGP has in place and is responsible for centrally performing mitigating controls on high risk populations and balances to ensure financial information is timely, accurate, and consistent throughout PBS. The outcomes include accurate and timely PBS financial data and reporting in the areas of unliquidated obligations, reimbursable work authorizations, property, leasing, and environmental liabilities. The tasks below support the objectives and outcome.

3.1.1 Statistical Support for accounting estimates and business processes (CLINs 0001, 1001, 2001, 3001, 4001)

- 3.1.1.1 The contractor shall provide statistical support to PBS related to accounting and auditing of PBS financial and property accounts
- 3.1.1.2 The contractor shall provide consulting services for project review sampling criteria
- 3.1.1.3 The contractor shall provide general business process reengineering advice
- 3.1.1.4 The contractor shall make recommendations based on statistical analysis to support PBS internal and external management reviews
- 3.1.1.5 The contractor shall provide statistical support and estimates for annual audits of financial property accounts
- 3.1.1.6 The contractor shall perform reviews and analyze the annual environmental liabilities sensitivity analysis, asbestos surveys and cost analysis
- 3.1.1.7 The contractor shall perform a statistical sampling of populations to determine materiality based on an understanding of FASAB accounting standards in order to provide sound analysis
- 3.1.1.8 The contractor shall analyze accounting data, recommend solutions and accounting treatments, and present the analyses to management
- 3.1.1.9 The contractor shall develop methodologies to project future expenses

Formatted: Font: (Default) Arial, 11 pt

Formatted: Font: (Default) Arial, 11 pt

Formatted: Font: (Default) Arial, 11 pt

Formatted: Font: (Default) Arial, 11 pt

Formatted: Font: (Default) Arial, 11 pt

Formatted: Font: (Default) Arial, 11 pt

Formatted: Font: (Default) Arial, 11 pt

Formatted: Font: (Default) Arial, 11 pt

Formatted: Font: (Default) Arial, 11 pt

Formatted: Font: (Default) Arial, 11 pt

3.1.1.10 The contractor shall develop methodologies to determine the financial statement impact of various accounting treatments

3.1.1.11 The contractor shall develop data collection plans and analytical techniques to estimate the potential financial liability to GSA of environmental liabilities

3.1.1.12 The contractor shall develop and implement procedures to create schedules and amortization schedules with accurate amounts based on accounting requirements

3.1.1.13 The contractor shall prepare random sampling plans for annual audits of financial accounts

3.1.1.14 The contractor shall determine and use statistical techniques to estimate standard error rates and make projections of financial account balances for quarterly and annual financial statements

3.1.1.15 The contractor shall provide a qualified expert Statistician with an advanced degree and advanced accounting experience (such as CPA, inactive CPA, former CPA, or equivalency)

Formatted: Font: (Default) Arial, 11 pt

Formatted: Font: (Default) Arial, 11 pt

Formatted: Font: (Default) Arial, 11 pt

Formatted: Font: (Default) Arial, 11 pt

Formatted: Font: (Default) Arial, 11 pt

Formatted: Font: (Default) Arial, 11 pt

Formatted: Font: (Default) Arial, 11 pt

3.1.2. Accounting and Analytical Support for Financial Statement Accounts (CLINs 0002, 1002, 2002, 3002, 4002)

3.1.2.1 The contractor shall investigate audit issues.

3.1.2.2 The contractor shall review and analyze accounts.

3.1.2.3 The contractor shall provide accounting and analytical support to PBS related to property accounts.

3.1.2.4 The contractor shall create monthly worksheet adjustments.

3.1.2.5 The contractor shall answer queries and provide guidance and training to Regional CFO offices on how to use Business Intelligence (BI) Framework and financial tools such as FMIS and IRIS.

3.1.2.6 The contractor shall create and maintain complex Access databases.

3.1.2.7 The contractor shall perform building inventory analysis to find any potential properties still carried on PBS' books that have been disposed, transferred or demolished.

Formatted: Font: (Default) Arial, 11 pt

Statement of Work (RFQ No. ID14170185)

10

- 3.1.2.8 The contractor shall perform a physical inventory of CIP, Fixed Assets, Personal Property, Leasehold Improvement, artwork, and property transfer and sales exchange.
- 3.1.2.9 The contractor shall support accounting transactions involving property transfer and sales exchange.
- 3.1.2.10 The contractor shall provide support for PBS Property Mailbox for Regional Inquiries.
- 3.1.2.11 The contractor shall provide support for systems to setup and maintain Energy Savings Performance Contracts

3.1.3 Accounting and Analytical Support related to RWAs (CLINs 0003, 1003, 2003, 3003, 4003)

- 3.1.3.1 The contractor shall review the RWA Entry & Tracking Application (RETA) and GSA's financial accounting application to ensure the validity and accuracy of the financial information.
- 3.1.3.2 The contractor shall recommend RWAs that should be closed.
- 3.1.3.3 The contractor shall update and maintain the records in RETA for completeness and accuracy.
- 3.1.3.4 The contractor shall review variances in financial systems and recommend solutions.
- 3.1.3.5 The contractor shall update RWA and open item financial records.
- 3.1.3.6 The contractor shall prepare a variance report of Unliquidated Obligations (ULO's) from Pegasys vs. EASI.

Formatted: Font: (Default) Arial, 11 pt

Formatted: Font: (Default) Arial, 11 pt

Formatted: Font: (Default) Arial, 11 pt

Formatted: Font: (Default) Arial, 11 pt

Formatted: Font: (Default) Arial, 11 pt

Formatted: Font: (Default) Arial, 11 pt

Formatted: Font: (Default) Arial, 11 pt

Formatted: Font: (Default) Arial, 11 pt

Formatted: Font: (Default) Arial, 11 pt

Formatted: Font: 11 pt

3.1.4 Strategic Accounting and Operational Support (CLINs 0004, 1004, 2004, 3004, 4004)

- 3.1.4.1 The contractor shall assist with the development of accounting policy research.
- 3.1.4.2 The contractor shall provide accounting and financial standards review and analysis.
- 3.1.4.3 The contractor shall provide cost allocation.
- 3.1.4.4 The contractor shall provide audit planning.

Formatted: Font: 11 pt

Formatted: Font: (Default) Arial, 11 pt

Formatted: Font: (Default) Arial, 11 pt

Formatted: Font: (Default) Arial, 11 pt

Formatted: Font: (Default) Arial, 11 pt

Formatted: Font: (Default) Arial, 11 pt

Formatted: Font: (Default) Arial, 11 pt

Formatted: Font: (Default) Arial, 11 pt

Statement of Work (RFQ No. ID14170185)

11

3.1.4.5 The contractor shall provide financial systems analysis.

Formatted: Font: (Default) Arial, 11 pt

3.1.4.6 The contractor shall evaluate of financial processes and procedures.

Formatted: Font: (Default) Arial, 11 pt

3.1.4.7 The contractor shall provide worksheet adjustment review and preparation.

Formatted: Font: (Default) Arial, 11 pt

3.1.4.8 The contractor shall validate PBS income and expense reports.

Formatted: Font: (Default) Arial, 11 pt

3.1.4.9 The contractor shall provide support for the annual General and Administrative (G&A) Workload Survey as directed.

Formatted: Font: (Default) Arial, 11 pt

3.1.4.10 The contractor shall provide support to validate the G&A cost distribution.

Formatted: Font: (Default) Arial, 11 pt

3.1.4.11 The contractor shall provide support for Energy Savings Performance Contracts Project set-up and review.

Formatted: Font: (Default) Arial, 11 pt

3.1.4.12 The contractor shall provide support for deferred maintenance Reporting.

Formatted: Font: (Default) Arial, 11 pt

3.1.4.13 The contractor shall provide support written qualitative and quantitative impact of current and emerging accounting standards from authoritative accounting standard-setting sources on specified accounts.

Formatted: Font: (Default) Arial, 11 pt

Formatted: Font: (Default) Arial, 11 pt

Formatted: Font: (Default) Arial, 11 pt

Formatted: Font: (Default) Arial, 11 pt

Formatted: Font: (Default) Arial, 11 pt

Formatted: Font: (Default) Arial, 11 pt

Formatted: Font: (Default) Arial, 11 pt

Formatted: Font: (Default) Arial, 11 pt

Formatted: Font: (Default) Arial, 11 pt

Formatted: Font: (Default) Arial, 11 pt

Formatted: Font: (Default) Arial, 11 pt

Formatted: Font: (Default) Arial, 11 pt

Formatted: Font: (Default) Arial, 11 pt

Formatted: Font: (Default) Arial, 11 pt

Formatted: Font: (Default) Arial, 11 pt

Formatted: Font: (Default) Arial, 11 pt

Formatted: Font: (Default) Arial, 11 pt

Formatted: Font: (Default) Arial, 11 pt

Formatted: Font: (Default) Arial, 11 pt

Formatted: Font: (Default) Arial, 11 pt

Formatted: Font: (Default) Arial, 11 pt

Formatted: Font: (Default) Arial, 11 pt

Formatted: Font: (Default) Arial, 11 pt

Formatted: Font: (Default) Arial, 11 pt

Formatted: Font: (Default) Arial, 11 pt

Formatted: Font: (Default) Arial, 11 pt

Formatted: Font: (Default) Arial, 11 pt

Formatted: Font: (Default) Arial, 11 pt

Formatted: Font: (Default) Arial, 11 pt

Formatted: Font: (Default) Arial, 11 pt

Formatted: Font: (Default) Arial, 11 pt

Formatted: Font: (Default) Arial, 11 pt

Formatted: Font: (Default) Arial, 11 pt

Formatted: Font: (Default) Arial, 11 pt

Formatted: Font: (Default) Arial, 11 pt

Formatted: Font: (Default) Arial, 11 pt

Formatted: Font: (Default) Arial, 11 pt

Formatted: Font: (Default) Arial, 11 pt

Formatted: Font: (Default) Arial, 11 pt

Formatted: Font: (Default) Arial, 11 pt

Formatted: Font: (Default) Arial, 11 pt

Formatted: Font: (Default) Arial, 11 pt

Formatted: Font: (Default) Arial, 11 pt

Formatted: Font: (Default) Arial, 11 pt

Formatted: Font: (Default) Arial, 11 pt

Formatted: Font: (Default) Arial, 11 pt

Formatted: Font: (Default) Arial, 11 pt

Formatted: Font: (Default) Arial, 11 pt

Formatted: Font: (Default) Arial, 11 pt

Formatted: Font: (Default) Arial, 11 pt

3.1.5 Financial Reporting and Automated Reconciliation Support (CLINs 0005, 1005, 2005, 3005, 4005)

3.1.5.1 The contractor shall develop and maintain automated queries that generate headquarter and regional reports.

Formatted: Font: 11 pt

Formatted: Font: (Default) Arial, 11 pt

Formatted: Font: (Default) Arial, 11 pt

3.1.5.2 The contractor shall provide support to develop and to maintain queries to reconcile discrepancies across various information systems on a monthly basis.

Formatted: Font: (Default) Arial, 11 pt

Formatted: Font: (Default) Arial, 11 pt

Formatted: Font: (Default) Arial, 11 pt

Formatted: Font: (Default) Arial, 11 pt

Formatted: Font: (Default) Arial, 11 pt

Formatted: Font: (Default) Arial, 11 pt

Formatted: Font: (Default) Arial, 11 pt

Formatted: Font: (Default) Arial, 11 pt

Formatted: Font: (Default) Arial, 11 pt

Formatted: Font: (Default) Arial, 11 pt

Formatted: Font: (Default) Arial, 11 pt

Formatted: Font: (Default) Arial, 11 pt

Formatted: Font: (Default) Arial, 11 pt

Formatted: Font: (Default) Arial, 11 pt

Formatted: Font: (Default) Arial, 11 pt

Formatted: Font: (Default) Arial, 11 pt

Formatted: Font: (Default) Arial, 11 pt

Formatted: Font: (Default) Arial, 11 pt

Formatted: Font: (Default) Arial, 11 pt

Formatted: Font: (Default) Arial, 11 pt

Formatted: Font: (Default) Arial, 11 pt

Formatted: Font: (Default) Arial, 11 pt

Formatted: Font: (Default) Arial, 11 pt

Formatted: Font: (Default) Arial, 11 pt

Formatted: Font: (Default) Arial, 11 pt

Formatted: Font: (Default) Arial, 11 pt

Formatted: Font: (Default) Arial, 11 pt

Formatted: Font: (Default) Arial, 11 pt

Formatted: Font: (Default) Arial, 11 pt

Formatted: Font: (Default) Arial, 11 pt

3.1.6 Cost Analysis and Automated Tracking Support (CLINs 0006, 1006, 2006, 3006, 4006)

Formatted: Font: (Default) Arial, 11 pt

3.1.6.1 The contractor shall provide cost analysis and automated tracking support of environmental projects

Statement of Work (RFQ No. ID14170185)**12**

- 3.1.6.2 The contractor shall provide support developing and maintaining methods and automated tools that provide for periodic Region surveys of current and planned Environmental projects
- 3.1.6.3 The contractor shall collect and analyze of costs and supporting documentation of projects to meet auditors' requirements
- 3.1.6.4 The contractor shall review quarterly Environmental Liabilities (EL) Reports
- 3.1.6.5 The contractor shall track of cost and documentation histories of Environmental properties and projects
- 3.1.6.6 The contractor shall review asbestos survey documentation
- 3.1.6.7 The contractor shall track documented cost estimates for statistical analysis performed on an annual basis
- 3.1.6.8 The contractor shall support sensitivity analysis to determine the asbestos and non-asbestos liabilities for financial reporting.
- 3.1.6.9 The contractor shall support accounting for environmental liabilities in accordance with FASAB requirements.
- 3.1.6.10 The contractor shall provide written support documenting the qualitative and quantitative impact of current and emerging accounting standards from authoritative accounting standard-setting sources on environmental liability accounts.

3.1.7 Analytical Support of Lease Expense and Occupancy Agreement Revenue Adjustments (CLINs 0007, 1007, 2007, 3007, 4007)

- 3.1.7.1 The contractor shall create and maintain multiple databases.
- 3.1.7.2 The contractor shall provide analytical support of lease expense adjustments and occupancy agreement revenue adjustments.
- 3.1.7.3 The contractor shall create straight-line amortization schedules for non-cancelable leases with Step Rent, Free Rent or Broker Commission Credits.
- 3.1.7.4 The contractor shall create monthly schedules of needed straight-line adjustments compared to cash to be booked in the official accounting system.

Formatted: Font: 11 pt

3.1.7.5 The contractor shall develop and maintain queries to compare lease expense and OA revenue adjustments in the official accounting system with straight-line amortization schedules based on generally accepted accounting principles.

Formatted: Font: (Default) Arial, 11 pt

3.1.7.6 The contractor shall provide analysis of data from the new lease data system (REXUS) to determine if changes in lease terms have occurred that would require changes to expense and revenues adjustments in the official accounting system.

3.1.7.7 The contractor shall support lease classification analysis.

Formatted: Font: (Default) Arial, 11 pt

3.1.7.8 The contractor shall support the production of monthly, quarterly and annual reports of expected and actual adjustments by Region, lease, and OA.

3.1.7.9 The contractor will assist in developing and implementing recommendations for FASAB Proposed Standards

3.1.7.10 The contractor will prepare necessary reports of recommendations for Implementing FASAB Proposed Standards

3.1.7.11 The contractor shall support the development of the future minimum lease payments & future minimum revenue footnote Disclosures and will create a query to provide a complete and accurate population of leases requiring disclosure and develop a schedule that is complete and accurate

3.1.8 Specialized MS Access Programming Support (CLINs 0008, 1008, 2008, 3008, 4008)

3.1.8.1 The contractor shall provide specialized MS Access programming support on an as-needed basis.

3.1.8.2 The contractor shall provide MS Access technical support for maintenance, enhancements, and corrections as needed.

Formatted: Font: (Default) Arial, 11 pt

Formatted: Font: (Default) Arial, 11 pt

3.1.8.3 The contractor shall provide support as requested to automate manual processes.

Formatted: Font: (Default) Arial, 11 pt

Formatted: Font: (Default) Arial, 11 pt

3.1.8.4 The contractor shall provide expert MS Access experience, programming skills and abilities.

Formatted: Font: (Default) Arial, 11 pt

Formatted: Font: (Default) Arial, 11 pt

3.2 Review and Analyze the General Ledger and Associated Records In Support of Accounting and Financial Reporting Division (BGA)

The objectives of the Accounting and Financial Reporting Division (BGA) is to review and analyze the general ledger and associated records needed to record, report, control, and monitor the financial resources, assets, liabilities, costs, obligations, and income for which GSA is accountable. The outcomes include internal and external statutory and regulatory reporting requirements including the year end audited financial statements. The tasks below support the objectives and outcome.

3.2.1 Assessing Resolved Corrective Action Plans (CAPs) Support (CLINs 0009, 1009, 2009, 3009, 4009)

- 3.2.1.1. The contractor shall provide support services to assist with assessing resolved Corrective Action Plans (CAPs) to test that internal controls put in place are sufficient, effective, and continue to operate as designed
- 3.2.1.2 The contractor shall perform a root cause analysis assessment, propose process refinements and assist with implementation of improvements to the current procedures
- 3.2.1.3 The contractor shall analyze completed CAP actions to ensure root causes have been addressed and the risk of repeat findings is eliminated

3.3 Develop Revenue Figure In Support of PBS Analytics Division (BID)

The objectives of the PBS Analytics Division (BID) is to develop the top line revenue figure that PBS uses to justify its Federal Buildings Fund (FBF) budget submission and ensures that revenue collected supports the budget as well as tracking the financial performance of the PBS inventory. The outcomes include (1) performing a rent estimate rate analysis, identification of rent component drivers of change, and justification of the new rates/amounts that ensures major increases to the budget are accurate and prevents budget shortfalls due to overstated revenue projections; (2) performing a client space budget comparison, identification of variances between customer and GSA rent projections, and explanation of the root cause (occupancy) that provides early indicators of space releases and allows GSA time to incorporate adjustments into their own inventory system and rent projections; and (3) developing projections of broker commission credits and free rent periods, tracking and validating the data, and monitoring updates.

The tasks below support the objectives and outcome.

3.3.1 General and Specialized Reporting and Analytical Support (CLINs 0010, 1010, 2010, 3010, 4010)

- 3.3.1.1 The contractor shall provide general and specialized reporting

Statement of Work (RFQ No. ID14170185)

15

- 3.3.1.2 The contractor shall provide analytical support for financial accounting and budget operations for GSA Real Estate

Formatted: Font: 11 pt

3.3.2 Develop and Maintain Business Intelligence Tools (CLINs 0011, 1011, 2011, 3011, 4011)

- 3.3.2.1 The contractor shall develop and maintain queries with the GSA/PBS data warehouse tools, primarily using the Business Intelligence (BI) Framework

Formatted: Font: (Default) Arial, 11 pt

Formatted: Font: (Default) Arial, 11 pt

- 3.3.2.2 The contractor shall generate data extracts and reports from various PBS data systems to support financial and budgeting activities

Formatted: Font: (Default) Arial, 11 pt

Formatted: Font: (Default) Arial, 11 pt

Formatted: Font: 11 pt

3.3.3. Provide Revenue Analysis (CLINs 0012, 1012, 2012, 3012, 4012)

- 3.3.3.1 The contractor shall provide revenue analysis to identify abnormal rate and space changes in a national portfolio

Formatted: Font: 11 pt

Formatted: Font: (Default) Arial, 11 pt

Formatted: Font: (Default) Arial, 11 pt

- 3.3.3.2 The contractor shall perform validation of monthly Base Rent Estimate

- 3.3.3.3 The contractor shall investigate possible rate problems

- 3.3.3.4 The contractor shall analyze leased and owned inventory changes

- 3.3.3.5 The contractor shall investigate abnormal lease rate reports

Formatted: Font: (Default) Arial, 11 pt

Formatted: Font: (Default) Arial, 11 pt

- 3.3.3.6 The contractor shall analyze line items of Broker Commission Credits (BCC) and Free-Rent data for inclusion in the annual Rent Estimate

3.4 Internal Reports and Control Support for Internal Controls Division (BGI)

The objectives of the Internal Controls Division (BGI) are to establish and maintain effective internal control and financial management systems that meet the objectives of the Federal Managers' Financial Integrity Act (FMFIA) and to implement the requirements of OMB Circular A-123, including conducting assessments defined under A-123 appendices. The outcomes include identifying improper payments, reporting accurate Improper Payments Elimination and Recovery Act of 2010 (IPERA) data in the annual financial report, timely issuance of the GSA Internal Control plan, ensuring internal control reviews are conducted in alignment with policy, preparing a root cause analysis for improper payment tables in the Agency Financial Report, accurately tracking all current year corrective action plans associated with the annual financial report, and conducting A-123 appendix A financial reporting testing. The tasks below support the objectives and outcome.

3.4.1 Purchase Card Transaction Testing (CLINs 0013, 1013, 2013, 3013, 4013)

The contractor shall perform purchase card transaction testing

3.4.1.1 The contractor shall perform testing on Purchase Card samples on a quarterly basis.

3.4.1.2 The contractor shall perform analysis to identify trends associated with improper purchase card payments on a quarterly basis.

3.4.2 IPERA Reporting Support (CLINs 0014, 1014, 2014, 3014, 4014)

The contractor shall provide IPERA reporting support as follows:

3.4.2.1 The contractor shall assist in testing high risk programs for improper payments in accordance with OMB Circular A-123.

3.4.2.2 The contractor shall perform reconciliation between the database containing records of improper payments and the Accounts Receivable database for the payment recapture audit report.

3.4.2.3 The contractor shall gather samples requested by the for in support of the annual Improper Payment Reporting Audit (IPERA)

3.4.2.4 The contractor shall gather the documentation for sample testing of lease digests, Lease Actions, and Lease Amendments (LAs) from leasing database (GREX)

3.4.3 Development and Issuance of the GSA Internal Control Plan (CLINs 0015, 1015, 2015, 3015, 4015)

The contractor shall support the development and issuance of the GSA Internal Control Plan as follows:

3.4.3.1 The contractor shall update the GSA organizational 5 year Internal Control Plan when needed.

3.4.4 Prepare Supporting Information for the Agency Financial Report (CLINs 0016, 1016, 2016, 3016, 4016)

The contractor shall prepare supporting information for the Agency Financial Report as follows:

3.4.4.1 The contractor shall prepare root cause analysis for improper payment tables in the Agency Financial Report

3.4.4.2 The contractor shall develop tables & populate figures for the Agency Financial Report

3.4.5 Support for the Management Control and Oversight Council (MCOC) (CLINs 0017, 1017, 2017, 3017, 4017)

The contractor shall provide support to the Management Control and Oversight Council (MCOC) activities as follows:

3.4.5.1 The contractor shall assist with audit findings resolution activity related to the annual external financial audit

3.4.5.2 The contractor shall track Notices of Findings and Recommendations (NFR) Audit Corrective Action Plan (CAP) for current year financial audit

3.4.5.3 The contractor shall maintain a google site to: track NFRs, actions, warehouse closure documentation i.e. support of activities to complete CAP steps

3.4.5.4 The contractor shall assist with compiling CAP related information as requested by external auditors.

3.4.5.5 The contractor shall compile PowerPoint presentations as needed by the MCOC

~~3.4.6 Provide A-123 Appendix A Support (CLINs 0018, 1018, 2018, 3018, 4018)~~~~The contractor shall provide A-123 Appendix A Support~~~~3.4.6.1 Support Appendix A-123 Testing, limited to gathering documentation for sample testing: lease digests, Lease Actions, and Lease Amendments (LAs) for our leasing database (GREX).~~**3.5 Surge for Financial Services Support including Financial Corrective Action Plans (CLINs 0019, 1019, 2019, 3019, 4019)**

An Optional CLIN will be used for specific expertise requirements related to meeting the objectives of the OCFO Divisions. The expertise will vary based on the current need. The needs and or requirement may include assessments of the design of internal controls, risk assessment related to business areas, the design, planning and implementing of internal controls of the business areas along with process improvements, effectively mitigating accounting, internal control, and financial management weaknesses, and analyzing the root cause of the weakness to develop a methodology to correct the weakness or finding. OCFO will fund this CLIN as needed and based on audit resolution requirements which will be determined on an annual basis following the issuance of GSA's Annual Financial Report.

4.0 SAMPLE LABOR CATEGORIES/ESTABLISHED LABOR REQUIREMENTS

Labor categories and staffing levels are left to the discretion of the contractor. Quotes shall include proposed staffing resources and labor categories required to meet the tasks defined in Section 3.0. Labor categories may include Project Manager, Senior Project Leader, Senior Specialist, Research Assistant, Research Specialist, Analyst (1, 2, and 3); Specialist (1, 2, and 3), Statistician, and 4) IT Reachback.

4.1 KEY PERSONNEL

Key Personnel will be identified by the Vendor. However, it is recommended that resumes for all key personnel performing under functional areas such as lease accounting and classification, property accounting, environmental accounting, RWA accounting, internal control experts, and business analytics experts be submitted. The Vendor may also propose other key personnel as they fit within the Vendor's organization.

4.2 CONTRACTOR KEY PERSONNEL SUBSTITUTIONS/REPLACEMENTS

The Contractor shall notify the Government two weeks in advance of all substitutions and replacements. The following information shall be submitted the Government: a detailed explanation of the circumstances necessitating the proposed substitutions, complete resumes for the proposed substitutes, and any additional information requested by the COR or required by the task order.

Proposed substitutes/replacements should have comparable qualifications to those of the person(s) being substituted/replaced. The Contractor shall provide 2 weeks' notice; provide resumes and references of replacements with same skill sets, education, certifications, or better.

4.0 — ESTABLISHED LABOR REQUIREMENTS

~~Labor categories and staffing levels are left to the discretion of the contractor. Submissions should include proposed staffing resources and labor categories required to meet the tasks defined in Section 3.0. Labor categories may include Project Manager, Senior Project Leader, Senior Specialist, Research Assistant, Research Specialist, Analyst (1, 2, and 3); Specialist (1,~~

~~2, and 3) and IT Reachback.~~

5.0 CONTRACTOR FURNISHED EQUIPMENT

The Contractor shall provide on-site employees with laptops when HSPD-12 clearances required by applicable Security Clearance directives, are provided.

6.0 LOCATION AND HOURS OF WORK

The Contractor ~~may~~ perform all work from on-site locations at GSA Central Office, at approved telework locations, at approved virtual sites, and at the contractor's site. Telework and virtual agreements will be coordinated between and at the discretion and approval of the COR and the contractor on a case by case basis. Contracting Officer's Representative (COR) and the contractor will coordinate virtual arrangements and telework schedules must be approved on a case-by-case basis by the based on proper supervision, the sensitivity of the data, and information being handled.

The onsite location is:

GSA Central Office 1800
F Street NW
Washington, DC 20405

The following work schedule is applicable to contract employees:

Days of operation are Monday through Friday. Work shall not be required on the following Federal holidays or on days observed in lieu thereof:

New Year's Day	Martin Luther King Day	President's Day
Memorial Day	Independence Day	Labor Day
Columbus Day	Veteran's Day	Thanksgiving Day
Christmas Day	Inauguration Day (2021; Applicable to Washington DC metro area only employees)	

Holidays that fall on Saturday are observed on the previous Friday. Holidays that fall on Sunday are observed on the following Monday.

The contract work hours shall range between 6:00 a.m. to 6:00 p.m., Monday through Friday, excluding holidays and days on which the Government is closed, when the contractors will follow GSA's policies for closure. Actual tour of duty may vary for each contract employee as determined by the Contractor on-site supervisor and the Contracting Officer's Representative (COR).

7.0 AD HOC OR SITUATIONAL TELEWORK

The Federal telework program and policies does not cover Federal contractors. However, this does not prohibit and should not prevent contractor employees from teleworking as appropriate. This provision authorizes telework in the event of hazardous road conditions in the winter months, an office move, a COOP exercise, closure days, virtual agreements, situations that benefit both parties, or an emergency. Telework arrangements for contractors should be negotiated with both the contractor's own employer and with the Task Order Contracting Officer Representative and Contracting Officer so policies and procedures are in agreement with all parties. Telework agreement must be coordinated on a task by task basis as needed.

Teleworking must be approved by the Task Order Contracting Officer's Representative. A report of

telework activities prepared by the contractor employees and submitted by the Program Manager to the Task Order Contracting Officer Representative is due within 3 business days after end of the month.

7.08.0 PERIOD OF PERFORMANCE

The period of performance for this task order is for one year period, with four one-year options. The anticipated start date is February 15, 2018.

8.09.0 DELIVERABLES

Contractor shall provide the following deliverables:

9.1 Monthly Report

The contractor will provide a monthly report to the COR that summarizes the status of all completed and open work as stated in Section [8.79.6](#):

Division	Item	PWS SOW Re- ference	Deliverable/Event	Deliverable Description	Due By	Distribu- tion
3.0 Task Deliverables						
O&FO	1	8.29.2	Kick Off Meeting	Kick Off Meeting	Within seven (7) calendar days after task order award/exercise option	COR, GSA Management
O&FO	2	8.39.2.1	Agendas and Presentations for Kickoff Meeting	Agendas and presentations for Entrance Conference	Proposed Agenda due at least four (4) business days prior to the conference; COR approved Agendas to be distributed to all meeting participants at least one business day (24 hours) prior to the conference	COR, GSA Management
O&FO	3	8.49.3	Meetings with the COR	Meeting	As needed at the COR's discretion	COR

Statement of Work (RFQ No. ID14170185)

20

OCFO	4	8-59.4	Status Meetings with GSA Management and COR	Meeting	At the discretion of the COR	COR, GSA Management
OCFO	5	8-59.4 and 8-69.5	Agenda for: Status Meetings with GSA Management and COR and the High-Level Meetings	Agenda	By three (3) business days prior to the scheduled meeting; COR approved Agendas to be distributed to all meeting participants at least one business day (24 hours) prior to the meeting	COR, GSA Management
OCFO	6	8-69.5	High-Level Status Meetings	Status of Project	Monthly	COR, GSA Management
OCFO	7	8-79.6	Monthly Progress Reports	Progress on Project Task	Five (5) business days after the end of the reporting month	COR
OCFO	8	9.7	Timesheets	Time Sheets Biweekly Activity	Timesheets are due within 3 business days after the end of the biweekly period	COR
OCFO	89	6.56	Report of Telework Activities	A report of telework activities prepared by the contractor employees and submitted by the Program Manager to the Task Order Contracting Officer	At the end of each telework day Due within 3 business days after end of the month.	COR, CO
OCFO	910	109.0	Draft Transition Plan	A draft Transition Plan proposed by the contractor for the migration of current systems and operations.	January 8, 2018/Include with quote. Within one (3) business day of after award.	COR, CO
OCFO	4011	910.0	Final Transition Plan	A finalized Transition Plan proposed by the contractor and for the migration of current systems and operations.	Within five (5) business days after award kickoff meeting.	COR, CO

Statement of Work (RFQ No. ID14170185)

21

Task 3.1 Financial Audit Coordination In Support of PBS Financial Services Division (BGP)						
BGP - Property Team	4412	3.1.2.6	Database Maintenance for Accounts	Maintain and update Access database tables for real property accounts and transactions	9th of the Month	COR, GSA Management
BGP - Property Team	4213	3.1.2.4	Monthly Worksheet Adjustment File	Create and submit monthly worksheet adjustment files for all property accounts (real, personal, software, artwork, land)	9th of the Month	COR, GSA Management
BGP - Property Team	4314	3.1.2.4	Monthly Batch File	Create and submit batch file to enter all property adjustments necessary into the financial system	20th of the Month	COR, GSA Management
BGP - Property Team	4415	3.1.2.2 3.1.2.3 3.1.2.4	Regional Review for Worksheet Adjustments	Review all CIP(Construction in Process) Quarterly Survey projects for assigned regions and submit any necessary worksheet adjustments needed for project completions	7th of the Month	COR, GSA Management
BGP - Property Team	4516	3.1.2.3 3.1.2.4	Multi-asset Tracking Report	Run and distribute Multi-Asset Tracking Report	10th of the Month	COR, GSA Management
BGP - Property Team	4617	3.1.2.3 3.1.2.4	Multi-asset PDF file for Team	Run and distribute Multi-Asset PDF file of upcoming substantial completion dates	28th of the Month	COR, GSA Management
BGP - Property Team	4718	3.1.2.7	REXUS file	Run and post the Building Inventory Report from REXUS system.	1st of the Month	COR, GSA Management

Statement of Work (RFQ No. ID14170185)

22

BGP - Property Team	4819	3.1.2.5	Fixed Asset & IRIS system variances	Run and Analyze Reports showing discrepancies between financial system and inventory reporting system	Weekly on Mondays, except holidays, then Tuesday	COR, GSA Manageme nt
BGP - Property Team	4920	3.1.2.3 3.1.2.4 3.1.2.11	Energy Savings Performance Contract Macro Data Output and Written Report	Run, Analyze and submit adjustments to the financial system as needed for Energy Savings Projects	Weekly on Mondays, except holidays, then Tuesday	COR, GSA Manageme nt
BGP - Property Team	2021	3.1.2.3 3.1.2.4	Construction in Progress (CIP) Weekly Report	Run and distribute CIP Weekly Report	Wednesday of each week, except holidays	COR, GSA Manageme nt
BGP - Property Team	2422	3.1.2.10	Maintain Public Building Service (PBS) Property Inbox Emails	Daily - Monitor PBS Property Inbox and respond to regional inquiries as necessary	Daily response required within 24 hours of receipt of email	COR, GSA Manageme nt
BGP - Property Team	2223	3.1.2.3 3.1.2.4	REXUS/Fixed Asset Comparison File	Create comparison file from building inventory system to financial system and analyze external information provided to conclude on proper accounting changes needed for building inventory	10th of the 1st and 3rd months in each quarter	COR, GSA Manageme nt
BGP - Property Team	2324	3.1.2.3 3.1.2.4	CIP (Construction in Process) Quarterly Survey	Create questions to distribute to assigned regions for CIP Quarterly Survey projects, analyze the regional responses, and conclude on if the CIP balance is properly reflected for those projects	6th of the 1st month in each quarter	COR, GSA Manageme nt

Statement of Work (RFQ No. ID14170185)

23

BGP - Property Team	2425	3.1.2.3 3.1.2.4	CIP Quarterly Survey Management Reviews	Perform management level reviews of the CIP Reviews . Quarterly Survey Results	8th of the 1st month in each quarter	COR, GSA Manageme nt
BGP - Property Team	2526	3.1.2.3 3.1.2.4	Completed Review	Create the high risk report of substantial completion dates that have been erroneously entered into the inventory or financial system, distribute to the regions, analyze their responses and conclude if the substantial completion dates are correct, submit worksheet adjustments to ensure any needed changes are properly reflected in the inventory or financial system as applicable	Annually - April 6th and Oct 6th	COR, GSA Manageme nt
BGP - Property Team	2627	3.1.2.3 3.1.2.4	\$50K Review: Analysis of Capitalized Projects below Capitalization Threshold	Create the report of capitalized real property projects that are below the capitalization threshold, distribute to the regions, analyze their responses and conclude if the projects should remain capitalized or be changed to expensed projects, submit worksheet adjustments to ensure any needed changes are properly reflected in the inventory or financial system as applicable	April 6th and Oct 6th	COR, GSA Manageme nt

Statement of Work (RFQ No. ID14170185)

24

BGP - Property Team	2728	3.1.2.3 3.1.2.4	No Financial Activity Review	Create the report of real property capitalized projects in CIP that have had no financial activity in the previous 12mo, distribute to the regions, analyze their responses and conclude if the projects should remain capitalized or be changed to property write-offs, submit worksheet adjustments to ensure any needed changes are properly reflected in the inventory or financial system as applicable	Annually - April 6th and Oct 6th	COR, GSA Manageme nt
BGP - Property Team	2829	3.1.2.8	Personal Property Review	Perform the personal property physical inventory analysis for Central Office inventory	Annually - August 30th	COR, GSA Manageme nt
BGP - Property Team	2930	3.1.2.3 3.1.2.4	Leasehold Improvement Validation Report	Extract the data needed for the leasehold improvement validation	Annually - May 30th	COR, GSA Manageme nt
BGP - Property Team	3031	3.1.2.3 3.1.2.4	Multi-asset datacall	Lead the datacall to identify any new multi-asset projects	Annually - May 30th	COR, GSA Manageme nt
BGP - Property Team	3132	3.1.2.3 3.1.2.4	SFFAS 44 Data Call	Perform and Analyze the results from the SFFAS 44 datacall for partial impairment of assets and make recommendations for the accounting transactions needed	Annually - May 30th	COR, GSA Manageme nt

Statement of Work (RFQ No. ID14170185)

25

BGP - Property Team	3233	3.1.2.1	Sample Requests from external auditors	Prepare requests from the external auditors for their sample requests (involves requesting regional information, analyzing that information, and providing explanations/conclusions to give to the external auditors)	Varies - 1 day prior to auditor's requested due date	COR, GSA Management
BGP - Property Team	3334	3.1.2.1	Building Report	Create comparison of building inventory with financial data for external auditors	Varies - 1 day prior to auditor's requested due date	COR, GSA Management
BGP - Property Team	3435	3.1.2.2 3.1.2.7	Valid Accounting Transaction Analysis (VAT) Analysis	Compile all accounting transactions related to all property accounts for external auditors	Varies - 1 day prior to auditor's requested due date	COR, GSA Management
BGP - Property Team	3536	3.1.2.3 3.1.2.4	File Extraction and Report Analyzing accounting VAT transactions	Extract and analyze accounting VAT transactions from the financial system for specific projects/buildings/accounts	Due 1 business date after requested	COR, GSA Management
BGP - Property Team	3637	3.1.2, 3.1.2.9	Regional Transaction VAT Recommendations With Supporting Documentation	Have the ability to support the regions in Property exchange Property Transfer,, Property swap, customer funded real property transaction, including creating and submitting the needed documentation to ensure the transactions are posted properly in the financial system	Due 5 business days after requested	COR, GSA Management

Statement of Work (RFQ No. ID14170185)

26

BGP - Property Team	3738	3.1.4.13	Unique Property Transaction Papers	Write White, Concept and Position Papers analyzing unique real property transactions and supporting the accounting transactions that were made for that agreement	Due 5 business days after requested	COR, GSA Manageme nt
BGP - Property Team	3839	3.1.6.10, 3.1.1.7	FASAB Analysis and Recommendations White Paper	Have the ability to interpret FASAB standards and provide recommendations on the proper accounting transactions for specific real property transactions using FASAB citations, work with statistician as needed	Due 3 business days after requested	COR, GSA Manageme nt
BGP - RWA Team	3940	3.1.3.2 3.1.3.5	RWA Report	Review of existing RWAs in BGPs internal audits	Quarterly - Feb 28th, April 30th, July 31st, and September 30th	COR, GSA Manageme nt
BGP - RWA Team	4041	3.1.3.1 3.1.3.4	Daily RWA Variance Report	Updating, maintaining, and reviewing variances related to RWAs within RETA and Pegasys is on-going throughout the fiscal year	Daily	COR, GSA Manageme nt
BGP - RWA Team	4142	3.1.3.3	Manage RWA mailbox	Respond to every email within a day	Within 24 hours of receiving an email	COR, GSA Manageme nt

Statement of Work (RFQ No. ID14170185)

27

BGP - Environmental Liabilities Team	4243	3.1.6.1	Deliverable: Annual Asbestos and Non- asbestos Sensitivity Analysis	Narrative report in MS Word with supporting calculations in MS Excel with references to PBS regional asbestos surveys; written documentation and supporting calculation files; references to professional publications	Annually - 31-Mar	COR, GSA Manageme nt
BGP - Environmental Liabilities Team	4344	3.1.1.6	Annual Environmental Projects Review	Prepares statistical sample of projects for review	Annually - 30-Apr	COR, GSA Manageme nt
BGP - Environmental Liabilities Team	4445	3.1.1.2 3.1.6.2	Review of Regional Responses during Annual Environmental Project Review	Perform review of regional responses during June to finalize for Qtr. End reporting. Document Q/Responses on Internal templates.	Annually - 30-Jun	COR, GSA Manageme nt
BGP - Environmental Liabilities Team	4546	3.1.1.3 3.1.6.3	Finalize Reclassifications for Environmental Projects Reviewed	Populate internal templates multiple systems data sources to review/compare and perform analysis and reconciliations of project's financial and project information	Annually - 30-Jun	COR, GSA Manageme nt
BGP - Environmental Liabilities Team	4647	3.1.1.4 3.1.6.4	Team results for Environmental project reviews	Populate sheets for tracking purposes and recommendations	Ongoing	COR, GSA Manageme nt

Statement of Work (RFQ No. ID14170185)

28

BGP - Environmental Liabilities Team	4748	3.1.1.5 3.1.6.5	Upload of templates	Uploading templates to MS Access for compilation of line item date for reclassification purposes and worksheet adjustment reporting	Quarterly - (1/9, 4/9, 7/9, 10/9)	COR, GSA Management
BGP - Environmental Liabilities Team	4849	3.1.1.6 3.1.6.6	Environmental Liabilities Reports	Review all regional environmental quarterly due care documentation for completeness and accuracy.	Each QTR - 3rd month last 2 weeks	COR, GSA Management
BGP - Environmental Liabilities Team	4950	3.1.1.7 3.1.6.7	Prepare Regional IRIS/Open Items Environmental Reports	Compile IRIS and Open Items Environmental reports to be distributed to regions for Zonal Financial Management Director quarterly checklists based upon prescribed criteria.	Each QTR - 15th of 2nd month	COR, GSA Management
BGP - Environmental Liabilities Team	5051	3.1.6.4 3.1.6.8	Document results of Environmental Liabilities Report reviews on PBS CO and BGP Checklist (G-sheet)	Populate g-sheet for tracking purposes and balance tracking	Quarterly (1/9, 4/9, 7/9, 10/9)	COR, GSA Management
BGP - Environmental Liabilities Team	5152	3.1.6.8 3.1.1.9	Review of PBS Asbestos Surveys	Reviews performed during Quarter 1 thru Quarter 2 based upon submission of asbestos surveys by PBS regions. Internal templates to be populated documenting multiple systems sources of data for comparison. Mathematical verification and comparisons by building for reasonableness must	Annually - 31-Mar	COR, GSA Management

Statement of Work (RFQ No. ID14170185)

29

				be conducted.		
BGP - Environmental Liabilities Team	5253	3.1.6.8 3.1.1.10	Report of Analysis of financial and qualitative data from asbestos survey	Building blueprints are often evaluated with asbestos survey information and project locations evaluated for reasonableness. Data mining of financial information is critical and evaluating relevance by keywords and subject matter are instrumental in the analysis process.	Annually - 31-Mar	COR, GSA Manageme nt
BGP - Environmental Liabilities Team	5354	3.1.1.11 3.1.6.9	Report of Asset (CIP/CAP) Analysis for compliance with FASAB 6 financial reporting (eff. 9/30/1997)	Perform review of asset balances for assets placed in service after 9/30/1997 in compliance with FASAB 6 to evaluate risk of capitalizing environmental costs.	Annually - 10-Oct	COR, GSA Manageme nt
BGP - Environmental Liabilities Team	5455	3.1.1.12 3.1.5.2	Perform reconciliation of building inventory in compliance with Asbestos/Non- asbestos inventory criteria	Perform reconciliation of building inventory based upon Asbestos/Non- asbestos inventory criteria and provide report of changes.	Monthly	COR, GSA Manageme nt
BGP - Environmental Liabilities Team	5556	3.1.1.13 3.1.5.2	Perform reconciliation of Land and asset balances to track for Environmental purposes.	Perform reconciliation of Land SGL balances on a monthly basis to track for environmental purposes.	Monthly	COR, GSA Manageme nt

Statement of Work (RFQ No. ID14170185)

30

BGP - Environmental Liabilities Team	5657	3.1.6.14 3.1.5.2	Monthly reconciliation of subsidiary VATs to Trial Balance for reporting purposes based upon prescribed criteria.	Perform monthly reconciliation of subsidiary VATS (SGLs 2995% and 6800%) to Trial Balance for worksheet reporting purposes based upon prescribed criteria.	Monthly	COR, GSA Management
BGP - Environmental Liabilities Team	5758	3.1.1.15	Report of written recommendations of the implementation of environmental liabilities, analysis of financial, building and project information under current and new FASAB requirements	A comprehensive overview of all environmental liability processes in conjunction with FASAB requirements and agency policies is instrumental in performing analysis of financial, building and project information	Annually - 30-Sep	COR, GSA Management
BGP - Lease Team	5859	3.1.7.1, 3.1.1.12	Amortization Tables and Data Files for: Mid-Month 1, Mid-Month 2, and Worksheets	Developing and implement procedures to create schedules and amortize amounts using proper accounting requirements	By the 5th, 15th, and 25th of each month	COR, GSA Management
BGP - Lease Team	5960	3.1.7.2	Amortization Schedules and Data Files for Mid-Month 1, Mid-Month 2, and Worksheets	Create schedules and amortize amounts using proper accounting requirements	By the 5th, 15th, and 25th of each month	COR, GSA Management

Statement of Work (RFQ No. ID14170185)

31

BGP - Lease Team	6061	3.1.7.3	Lease Expense Adjustment Report: Mid-Month 1, Mid-Month 2, and Worksheets	The contractor shall provide analytical support of lease expense adjustments and occupancy agreement revenue adjustments. Support includes but is not limited to creating and maintaining multiple databases, straight-line amortization schedules for non-cancelable leases with Step Rent, Free Rent or Broker Commision Credits; creating monthly schedules of needed straight-line adjustments compared to cash to be booked in the official accounting system	By the 5th, 15th, and 25th of each month	COR, GSA Management
BGP - Lease Team 	6162	3.1.7.4	Variance Analysis Report and Data File for Lease Expense Amortizations and OA Revenue Adjustments: Reviewing Valid Accounting Transactions (VAT)	Developing and maintaining queries to compare lease expense and OA revenue adjustments in the official accounting system with straight-line amortization schedules based on generally accepted accounting principles	By the 10th of each month	COR, GSA Management

Statement of Work (RFQ No. ID14170185)

32

BGP - Lease Team	6263	3.1.7.5	Analysis of Financial Statement Impact of Lease Terms from Rexus Mid-Month 1, Mid-Month 2, and Worksheets	Analysis of data from the new lease data system (REXUS) to determine if changes in lease terms have occurred that would require changes to expense and revenues adjustments in the official accounting system	By the 5th, 15th, and 25th of each month	COR, GSA Management
BGP - Lease Team	6364	3.1.7.6	Lease Classification Review Analysis Template	Supporting lease classification analysis	Complete a minimum of 2 lease classification reviews daily	COR, GSA Management
BGP - Lease Team	6465	3.1.7.7	Report of Expected Amortization Tables Adjustments	Production of monthly, quarterly and annual reports of expected and actual adjustments by Region, lease, and OA.	By the end of each month	COR, GSA Management
BGP - Lease Team	6566	3.1.7.8	Future Minimum Lease Payments & Future Minimum Revenue Footnote Disclosures	Develop a methodology to project future expenses & revenues	By June 30th and Sept 30th and ad hoc	COR, GSA Management
BGP - Lease Team	6667	3.1.7.9, 3.1.1.9	Future Minimum Lease Payments & Future Minimum Revenue Footnote Disclosures by statistician	Project future expenses and revenues	By June 30th and Sept 30 th and ad hoc	COR, GSA Management
BGP - Lease Team	6768	3.1.7.10, 3.1.1.10	Report of Methodology	Statistician develops a methodology to determine financial statement impact of various accounting treatments;	<u>Annually</u> by Sept 30th	COR, GSA Management

Statement of Work (RFQ No. ID14170185)

33

BGP - Lease Team	6869	3.1.7.11, 3.1.1.3	Report on Recommendations for Business Process Improvement for Individual Financial Statement Accounts	Statistician must be able to provide general business process reengineering advice, and make recommendations based on statistical analysis to support PBS internal and external management reviews; and support annual audits of financial property accounts. The financial and property accounts include but are not limited to Leasing, Construction in Process (Property) and Unliquidated Obligations (undelivered and delivered orders), and Unfilled Customer Orders.	Annually by Sept 30th	COR, GSA Management
BGP - Lease Team	6970	3.1.7.11, 3.1.1.8	Report of Recommendations for Emerging and Present Accounting Issues	Statistician will be capable of analysing data, recommending solutions and accounting treatments, and presenting findings to management.	Annually by Sept 30th	COR, GSA Management
BGP - Lease Team	7071	3.1.7.9 3.1.7.10	Report of Recommendations for Implementing FASAB Proposed Standards	Providing expert accounting advice as GSA moves to the new FASAB lease classification standard that will be coming out soon	Annually by Sept 30th	COR, GSA Management

Statement of Work (RFQ No. ID14170185)

34

BGP - Lease Team	7472	3.1.7.9 3.1.7.10	Implementation of Recommendations for Implementing FASAB Proposed Standards	Assisting with implementation of the new FASAB lease classification standard	Annually by Sept 30th	COR, GSA Management
BGP - Lease Team	7473	3.1.8.1 3.1.8.2 3.1.8.3 3.1.8.4	Business Process Automation in MS Access	The contractor shall provide specialized MS Access programming support on an as-needed basis to include but not limited to technical support for maintenance, enhancements, and corrections as needed. The programmer may also be requested to automate manual processes. Support will require expert MS Access experience, programming skills and abilities.	Annually by Sept 30th	COR, GSA Management
BGP - ULO	7474	3.1.3.6	EASi to Pegasys variance	Prepares a monthly unadjusted EASI to Pegasys variance report for BGP in MS Access.	1st week of the month	COR, GSA Management
3.2 Review and Analyze the General Ledger and Associated Records In Support of Accounting and Financial Reporting Division (BGA)						
BGA	7475	3.2.1.1	Closed Corrective Action Plan Monitoring Plan (CAPs)	Population of Closed CAPs to be monitored for 2 years from the Analysis of Agency Financial Report Notice of Findings and Recommendations	Annually - January 31st	COR, GSA Management

Statement of Work (RFQ No. ID14170185)

35

BGA	7576	3.2.1.2 3.2.1.3	Report of Summary Analysis of Internal Controls for all CAPs	Summary Report on the Status of Closed Corrective Action Plan Internal Controls Testing	Annually - January 31st	COR, GSA Management
BGA	7677	3.2.1.2 3.2.1.3	Report of Testing of Internal Controls for Individual Closed CAPs	Individual Detailed Reports on Closed Corrective Action Plan Internal Controls Testing and the status of the controls	Annually - June 30th	COR, GSA Management
BGA	7778	3.2.1.1	Work Papers for Test of Internal Controls for Individual Closed CAPs	Work Papers for Test of Internal Controls for Individual Closed CAPs for Individual areas tested	Annually - June 30th	COR, GSA Management
3.3 Develop Revenue Figure In Support of PBS Analytics Division (BID)						
BID	7879	3.3.1.1 3.3.1.2 3.3.2.1 3.3.2.2	File of Data Extracts and Reports from Data Systems	Develop queries and generate data extracts and reports from various PBS data systems to support financial and budgeting activities	Ad hoc, within 3 business days of request	COR, GSA Management
BID	7980	3.3.3.1 3.3.3.2 3.3.3.3 3.3.3.4 3.3.3.5 3.3.3.6	Revenue Analysis Report	A written qualitative and quantitative report to identify abnormal rate and space changes in the national rent portfolio	Monthly, by end of month	COR, GSA Management
BID	8081	3.3.3.1 3.3.3.2 3.3.3.3 3.3.3.4 3.3.3.5 3.3.3.6	Validation and Analysis Report of Monthly Base Rent	A written qualitative and quantitative report to perform validation of monthly Base Rent Estimate and investigate possible rate problems	Monthly, by the 20th	COR, GSA Management

Statement of Work (RFQ No. ID14170185)

36

BID	8482	3.3.3	Analysis of Leased and Owned Inventory Changes Report	A written qualitative and quantitative report analyze leased and owned inventory changes	Annually, finalized by April 15th	COR, GSA Management
BID	8283	3.3.3	Report of Analysis of Line Items of Broker Commission Credits and Free-Rent Date	A written qualitative and quantitative report analyzing line items of broker commission credits (BCC) and Free-Rent data for inclusion in the annual Rent Estimate	Annually, finalized by April 15th	COR, GSA Management
BID	8384	3.3.3	Customer and GSA Rent Projections Variance Analysis	A written qualitative and quantitative report that identifies variances between customer and GSA rent projections	Annually, by Dec 30th	COR, GSA Management
BID	8485	3.3.3	Rent Estimate Rate Analysis Report	A written qualitative and quantitative report providing justification of the new rates/amounts that ensures major increases to the budget are accurate and prevents budget shortfalls due to overstated	Annually, finalized by April 15th	COR, GSA Management

3.4 Internal Reports and Control Support for Internal Controls Division (BGI)

BGI	8586	3.4.1.1 and 3.4.1.2	Report on Purchase Card Testing, Perform analysis to identify trends associated with improper purchase card payments	A quantitative and qualitative report on the results of purchase card internal controls program and its trends.	10th day after the end of each quarter to GSA Management and the COR	COR, GSA Management
-----	----------------------	---------------------	--	---	--	---------------------

Statement of Work (RFQ No. ID14170185)

37

BGI	8687	3.4.2.1	Report on Improper Payments and Assist in testing high risk programs for improper payments in accordance with OMB Circular A-123	A quantitative and qualitative report on the results of improper payments program that meets all IPERA requirements and in accordance with OMB Circular A-123	10th day after the end of each quarter to GSA Management and the COR to GSA Management and the COR	COR, GSA Management
BGI	8788	3.4.2.2	Report on the Recapture of Improper Payments	Perform quantitative and qualitative reconciliation between the Recovery Act Audit testing database (Current contract support prepared by PRGX) and the Accounts Receivable database[A1] for the payment recapture audit report.	5th business day after the end of the fiscal year to GSA Management and the COR	COR, GSA Management
BGI	8889	3.4.2.3	Report of Sampling Plan for Annual Improper Payment Reporting Audit (IPERA)	Gather samples in support of the annual Improper Payment Reporting Audit (IPERA) and gather the documentation for sample testing of lease digests, Lease Actions, and Lease Amendments (LAs) from leasing database (GREX)	On-going reports due within 2 days of discovering the issue. Leasing documents due within two (2) of request	COR, GSA Management
BGI	8990	3.4.3.1	Update the GSA 5-year Internal Control Plan for Internal Control Reviews of Assessable units	A quantitative and qualitative update to the GSA organizational 5 year Internal Control Plan	By January 31st to GSA Management and the COR	COR, GSA Management

Formatted: Font: 11 pt

Statement of Work (RFQ No. ID14170185)

38

BGI	9091	3.4.3.2	Analysis of Testing During Internal Control Reviews	A quantitative and qualitative written report of the finding when providing assistance in testing the internal control reviews	Annually - August 1st	COR, GSA Management
BGI	9492	3.4.4.1	Prepare supporting information and Root Cause Analysis for Improper Payment Agency Financial Report	A quantitative and qualitative report on Analysis of Improper Payments and remedial steps	Annually - By August 31st to GSA Management and the COR	COR, GSA Management
BGI	9293	3.4.4.2	Report on tables & populated figures for the Agency Financial Report	A quantitative and qualitative report on all tables and figures for the Agency Financial Report	Annually - By October 15th to GSA Management and the COR	COR, GSA Management
BGI	9394	3.4.5.2 and 3.4.5.5	Report on NFR and CAP actions, and create Powerpoint PowerPoint presentations for senior management meeting (MCOC) and hold Meetings	A quantitative and qualitative report on all NFRs and CAP actions; Powerpoint PowerPoint Powerpoint PowerPoint . Maintain a google site to: track NFRs, actions, warehouse closure documentation i.e. support of activities to complete CAP steps. Track Notices of Findings and Recommendations (NFR) Audit Corrective Action Plan (CAP) for the immediate prior year financial audit. Assist with audit findings resolution activity related to the annual external financial audit.	Report is updated as information becomes available and a summary prepared at a minimum once per quarter delivered to GSA Management and the COR. Powerpoint PowerPoint delivered by each Quarter end. Meetings are scheduled minimum of once each quarter with the option for the meeting chair to request additional meetings if needed.	COR, GSA Management

Statement of Work (RFQ No. ID14170185)

39

BGI	9495	3.4.5.5	Internal Reporting Support Documents	Provide support to the for the Management Control and Oversight Council (MCOC) activities, and assist with compiling MCOC materials (for example: meeting notes, PowerPoint presentations and additional supporting documentation related as requested by external auditors. Historically information is provided for every MCOC meeting held during the fiscal year.	Historically information is provided for every MCOC meeting held during the fiscal year.	COR, GSA Management
BGI	9596	3.4.5.1 and 3.4.5.3	Internal Reporting Support Documents	Assist with activities to support development of Corrective Action Plans (CAPs) for findings related to the annual external financial audit. Maintain the database for CAPs and the related Notices of Findings and Recommendations (NFRs), and maintain Google share access documents Assist with monitoring the timeliness of completion of CAP steps, and with the review process to support the documentation of the completion of each CAP step. Prepare summary report for BGI to use to update GSA Management of	On-going reports due within 2 days of discovering the issue	COR, GSA Management

Statement of Work (RFQ No. ID14170185)

40

				the status of CAP implementation.		
BGI	9697	3.4.5.4	Internal Reporting Support Documents	Assist with compiling CAP related information as requested by external auditors	Information is historically requested at the start of the audit cycle midpoint and at the end of the audit cycle. Additional information is requested to support specific corrective action plans designed to correct previously identified audit notices of findings and recommendations.	COR, GSA Management

89.2 Kickoff Meeting

The Contractor shall participate in a Government scheduled Kick-Off Meeting after the award. It is anticipated that the Kick-Off Meeting will be scheduled within seven days after award.

The purpose of the Kick-Off Meeting is to aid both the Government and Contractor personnel in achieving a clear and mutual understanding of roles and responsibilities, and award requirements and expectations. The Kick-Off meeting may be conducted via teleconference or in person at 1800 F Street, NW, Washington, DC 20405. It will be coordinated between the Contracting Officer Representative (COR) and the Contractor.

The Kick-Off meeting will serve as a forum to:

- Introduce the Contractor's team;
- Discuss contractual requirements;
- Review issues affecting the engagement;
- Discuss communication protocols between the COR, the Contracting Officer (CO), the Contractor and GSA management;
- Discuss information regarding the Contractor's planned approach for preliminary research;
- Discuss planned objectives, timelines, and on-boarding;
- Provide initial documents;
- Coordinate completion of the Non-Disclosure Agreements (NDAs), Resumes, GSA Required Training, on-boarding clearance requirements (Contractor Information

Worksheets); and,

- Finalize any administrative/logistical issues.

All required forms will be provided to the Contractor at the kick-off meeting. In addition, the Contractor shall prepare and provide to the COR minutes of this meeting and the attendance list. The minutes shall document discussions and comments on any key areas and specific comments made by the COR, CO, and the Contractor.

9.2.1 Agendas and Presentations for Kick-Off Meeting

The Contractor shall develop and provide the COR with a copy of the proposed Kick-Off Meeting Agenda and presentations for review and acceptance at least four (4) business days prior to the meeting. The Contractor shall provide COR approved agenda and meeting materials to all participants at least one business day (24 hours) prior to the meeting. Within three (3) business days after the meeting, the Contractor shall provide the COR the meeting minutes.

8.49.3 Meetings with the Contracting Officer Representative

The Contractor shall monthly provide OCFO Support progress reports at the discretion of the COR to discuss at a minimum:

- Major issues that could have a material impact on the achievement of any objectives or deliverables;
- Outstanding documentation requests/potential delays;
- Contractual administrative matters; and
- Progress to date as compared to the OCFO Support timing and milestones.

8.59.4 Status Meetings with GSA Management and Contracting Officer Representative

The Contractor shall conduct status meetings with GSA Management and COR at the COR's discretion. Beginning in February, status meetings can be scheduled as frequently as weekly if needed, at the discretion of the COR. The Contractor shall be prepared to adjust the meeting schedule as necessary during the OCFO Support Task Order Contract. Each meeting shall be accompanied by an agenda, as described below.

three (3) business days prior to the scheduled status meeting, the Contractor shall provide to the COR, a proposed written agenda for the meeting. At a minimum, this agenda shall contain:

- Time, date, location, and call-in number for the meeting;
- Status of action items from the last status meeting;
- Results of OCFO Support work performed since the last status meeting;
- A listing of current findings and OCFO Support work issues to date, including IT issues and their current status (concurrence, partial concurrence, no response, etc.);
- Planned OCFO Support areas/work to be completed by the next status meeting;
- Outstanding OCFO Support work/areas and items with Potential Delays;
- Upcoming Deadlines; and
- Other items to be brought to management's and the COR's attention.

The Contractor shall provide the COR approved agenda and meeting materials to all participants at least one business day (24 hours) prior to the meeting. Within three (3) business days after the status meeting(s), the Contractor shall provide the COR the minutes from the meeting to include a summary of the meeting and an attendance list.

9.5 High Level Status Meetings

The Contractor shall conduct monthly high level status meetings with GSA's OCFO Division Directors (BGI, BGA, BGP, and BID), Team Leads (BGP), and the COR. The Contractor shall be prepared to adjust the meeting schedule as necessary. For each meeting, the Contractor will discuss the progress of the OCFO Support services and any significant issues identified to date. Three (3) business days prior to the scheduled high-level meeting(s), the Contractor shall provide to the COR, a proposed written agenda for the meeting. The Contractor shall provide the COR approved agenda and meeting materials to all participants at least one business day (24 hours) prior to the meeting.

Within three (3) business days after the high-level meeting(s), the Contractor shall provide the COR the minutes from the meeting to include a summary of the meeting and an attendance list.

9.6 Bi-Weekly or Monthly Progress Reports

Throughout the course of the OCFO Support services contract, bi-weekly or monthly written progress reports shall be presented to the COR. The progress reports will be due five (5) business days after the end of the bi-weekly reporting period or the reporting month as determined by the COR. The COR reserves the right to determine if bi-weekly or monthly reporting will be required by contractor.

At a minimum, these reports shall include the following:

- Work performed during the period covered by the progress report.
- Hours worked broken out by task during the period covered by the progress report.
- Work to be performed during the next reporting period.
- Work delays and causes.
- Schedule of items requested and the status of the receipt.
- Major accounting, auditing support and other OCFO support issues identified to date and the Contractor's proposed resolution.
- Matters that have come to the Contractor's attention that could impact: (1) the opinion on the financial statements; (2) the report on management's assertions on the effectiveness of GSA's internal controls; (3) the report on compliance with laws and/or regulations; and (4) the deliverable due dates.

The Contractor shall immediately notify the COR of any issues identified that may pose a significant operating or financial management problem or indicate the possibility of fraud, waste, or abuse.

The Contractor shall perform the following financial services support for each Public Building Services (PBS) division (PBS Financial Services Division, PBS Accounting and Financial Reporting Division, PBS Analytics Division, and PBS Internal Controls Division).

9.7 The contractor shall submit staff timecards to the COR bi-weekly for all staff hours charged to the contract.

~~9.7.8~~ Upon expiration of the task order and assuming the incumbent is not awarded the subsequent task order, the incumbent shall cooperatively transition out the work to another Contractor. The incumbent Contractor shall provide appropriate phase-out activities and create those necessary processes for transition. Transition activity includes:

- Coordinate with Government and follow-on Contractor on phase out activities;

- Update, validate, and transfer all supporting documentation; and
- Participate in phase-out transition activities such as planning sessions, training, and facilitation of information sharing.

910.0 TRANSITION IN / OUT

Transition In: The awarded Contractor shall take all actions necessary to achieve a successful transition from the incumbent Contractor/GSA Staff.-

The transition shall ensure minimum disruption to vital Government business. The contractor shall ensure there will be no service degradation during and after transition.

The rights of first refusal of employment shall be extended to the current personnel.

The contractor shall ~~submit~~propose a draft Transition Plan with the initial quotation within three (3) business days after award and ~~submit~~present a finalized Transition Plan for the migration of current systems and operations within five (5) business days after the Kick-Off meeting~~award~~.

4011.0 CONTRACT ADMINISTRATION

On behalf of the GSA Contracting Officer (CO), the Contracting Officer's Representative (COR) is responsible for the general administration of this task order, review/acceptance of all deliverables, and technical direction. This individual will serve as the Government point of contact concerning information exchange, submission review, and payment. Nothing said by the COR shall be construed to change contract requirements unless supported in writing by the CO.

1211.0 CONTRACT MANAGEMENT

12.1 Contractor employees performing on the contract shall be fully qualified and skilled so as to require minimal direction in performance of their assigned tasks. Within that context, the Government COR may provide general guidance to contract employees as necessary to clarify or complete work assignments.

12.2 Government personnel shall not be responsible for directly supervising any contractor personnel. The Contractor shall remain fully responsible for supervision of its employees including establishment of work schedules, approval of all leave and other absences, performance evaluations, counseling, and disciplinary actions.

12.3 The contractor shall provide the Government a point of contact and phone number in the contractor's corporate office for overall contract management.

41.412.4 **Removal of Contractor Personnel:** The Government reserves the right to remove any personnel who fails to meet the objectives and the general requirements of the RFQ/SOW/BPA. The Contractor shall replace personnel immediately.

132.0 NON-DISCLOSURE AGREEMENTS

After award, all contractor personnel participating under this task order shall complete, sign, and

134.0 ORGANIZATIONAL CONFLICT OF INTEREST

c) In the event that the Contractor was aware of an organizational conflict of interest prior to award of this contract and did not disclose the conflict to the Contracting Officer or becomes aware of an organizational conflict of interest after award of this contract and does not disclose the conflict of interest within ten (10) working days of becoming aware of such conflict, the Government may terminate the contract and the contractor shall not be entitled to reimbursement of any cost incurred in performing this contract or payment of any fee there under. Further, such costs shall not be allocable or chargeable, directly or indirectly, to any other contract with the Government.

1415.0 PERFORMANCE REQUIREMENT SUMMARY

Division	Item	SOW Reference Paragraph	Required Service	Performance Standards	Acceptable Quality Level (AQL)	Methods of Surveillance	Disincentive
3.0 Task Deliverables							

Statement of Work (RFQ No. ID14170185)

45

OCFO	1	8-29.2	Kick Off Meeting	The Kick-off meeting must comply with Section 8-29.2 and be held not later than 7 calendar days after award or exercise of an option.	0% deviation	100% inspection	The option may not be exercised.
OCFO	2	8-39.2.1	Agendas and Presentations for Kickoff Meeting	Proposed Agenda due at least four (4) business days prior to the conference; COR approved Agendas to be distributed to all meeting participants at least one business day (24 hours) prior to the conference.	0% deviation	100% inspection	The option may not be exercised.
OCFO	3	8-49.3	Meetings with the COR	Must be held weekly as scheduled.	Meet 85% of the time	100% inspection	The option may not be exercised.
OCFO	4	8-59.4	Status Meetings with GSA Management and COR	Must be held Bi-weekly as scheduled – May through September; weekly in October.	Meet 95% of the time	100% inspection	The option may not be exercised.
OCFO	5	8-59.4 and 8-69.5	Agenda for: Status Meetings with GSA Management and COR and the High-Level Meetings	Proposed Agenda due at least four (4) business days prior to the conference; COR approved Agendas to be distributed to all meeting participants at least one business day (24 hours) prior to the conference.	Two meeting agendas may be one day late	100% inspection	The option may not be exercised.

Statement of Work (RFQ No. ID14170185)

46

OCFO	6	8-69.5	High-Level Status Meetings	Must be submitted three (3) business days prior to the scheduled meeting; COR approved Agendas to be distributed to all meeting participants at least one business day (24 hours) prior to the meeting.	Two meeting agendas may be one day late	100% inspection	The option may not be exercised.
OCFO	7	8-79.6	Monthly Progress Reports	Monthly Progress Reports must comply with Section 8-79.6 and be submitted to the COR no later than five (5) business days after the end of the reporting month. throughout the course of the audit.	0% deviation	100% inspection	The option may not be exercised.
OCFO	8	8-89.7	Timesheets	Timesheets are due within 3 business days after the end of the biweekly period	0% deviation	100% inspection	The option may not be exercised
OCFO	99	6.65	Report of Telework Activities	A report of telework activities prepared by the contractor employees must be submitted by the Program Manager to the Task Order Contracting Officer Representative at the end of each	0% deviation	100% inspection	The option may not be exercised.

Statement of Work (RFQ No. ID14170185)

47

				telework day.			
OCFO	940	<u>910.0</u>	Draft Transition Plan	A draft Transition Plan proposed by the contractor for the migration of current systems and operations must be submitted within 3 days of contract award.	0% deviation	100% inspection	The option may not be exercised.
OCFO	1044	<u>910.0</u>	Final Transition Plan	A finalized Transition Plan proposed by the contractor and for the migration of current systems and operations must be submitted within 5 days of contract award.	0% deviation	100% inspection	The option may not be exercised.
Task 3.1 Financial Audit Coordination In Support of PBS Financial Services Division (BGP)							
BGP - Property Team	4412	3.1.2.6	Database Maintenance for Accounts	The tables in the database reconcile to the financial system	0% deviation	100% inspection	The option may not be exercised.
BGP - Property Team	4213	3.1.2.4	Monthly Worksheet Adjustment File	The data in the file must be accurate	No more than one (1) revision prior to the due date of the file	100% inspection	The option may not be exercised.

Statement of Work (RFQ No. ID14170185)

48

BGP - Property Team	43 14	3.1.2.4	Monthly Batch File	The data in the file must be accurate	No more than one (1) revision prior to the due date of the file	100% inspection	The option may not be exercised.
BGP - Property Team	44 15	3.1.2.2 & 3.1.2.3 & 3.1.2.4	Regional Review for Worksheet Adjustments	All adjustments must be made and the adjustments are accurate	0% deviation	100% inspection	The option may not be exercised.
BGP - Property Team	45 16	3.1.2.3 & 3.1.2.4	Multi-asset Tracking Report	The report must be accurate	0% deviation	100% inspection	The option may not be exercised.
BGP - Property Team	46 17	3.1.2.3 & 3.1.2.4	Multi-asset PDF file for Team	The report must be accurate	0% deviation	100% inspection	The option may not be exercised.
BGP - Property Team	47 18	3.1.2.7	REXUS file	The file must be accurate	0% deviation	100% inspection	The option may not be exercised.
BGP - Property Team	48 19	3.1.2.5	Fixed Asset & IRIS system variances	All variances must be resolved	0% deviation	100% inspection	The option may not be exercised.
BGP - Property Team	49 20	3.1.2.3 & 3.1.2.4 & 3.1.2.11	Energy Savings Performance Contract (ESPC) Macro Data Output and Written Report	ESPC must be set up in the system accurately	0% deviation	100% inspection	The option may not be exercised.
BGP - Property Team	20 21	3.1.2.3 & 3.1.2.4	Construction in Progress (CIP) Weekly Report	The file must be accurate	0% deviation	100% inspection	The option may not be exercised.

Statement of Work (RFQ No. ID14170185)

49

BGP - Property Team	24 22	3.1.2.10	Maintain Public Building Service (PBS) Property Inbox Emails	The responses must be accurately and timely	0% deviation	Periodic Inspection	The option may not be exercised.
BGP - Property Team	22 23	3.1.2.3 & 3.1.2.4	REXUS/FA Comparison File	The report must be accurate	0% deviation	100% inspection	The option may not be exercised.
BGP - Property Team	23 24	3.1.2.3 & 3.1.2.4	CIP Quarterly Survey	The report must be accurate and all adjustments must be submitted	0% deviation	100% inspection	The option may not be exercised.
BGP - Property Team	24 25	3.1.2.3 & 3.1.2.4	CIP Quarterly Survey Management Reviews	The report must be accurate	0% deviation	100% inspection	The option may not be exercised.
BGP - Property Team	25 26	3.1.2.3 & 3.1.2.4	Completed Review	The conclusions on the report must accurate and all worksheet adjustments are submitted	0% deviation	100% inspection	The option may not be exercised.
BGP - Property Team	26 27	3.1.2.3 & 3.1.2.4	\$50K Review: Analysis of Capitalized Projects below Capitalization Threshold	The conclusions on the report must accurate and all worksheet adjustments are submitted	0% deviation	100% inspection	The option may not be exercised.
BGP - Property Team	27 28	3.1.2.3 & 3.1.2.4	No Financial Activity Review	The conclusions on the report must accurate and all worksheet adjustments are submitted	0% deviation	100% inspection	The option may not be exercised.
BGP - Property Team	28 29	3.1.2.8	Personal Property Review	The conclusions on the report must be accurate	0% deviation	100% inspection	The option may not be exercised.

Statement of Work (RFQ No. ID14170185)

50

BGP - Property Team	2930	3.1.2.3 & 3.1.2.4	Leasehold Improvement Validation Report	The report must be accurate	0% deviation	100% inspection	The option may not be exercised.
BGP - Property Team	3031	3.1.2.3 & 3.1.2.4	Multi-asset datacall	Accurate project information must be reported	0% deviation	100% inspection	The option may not be exercised.
BGP - Property Team	3432	3.1.2.3 & 3.1.2.4	SFFAS 44 Datacall	Accurate project information must be reported	0% deviation	100% inspection	The option may not be exercised.
BGP - Property Team	3233	3.1.2.1	PBC Sample Requests	Accurate project information must be reported	0% deviation	100% inspection	The option may not be exercised.
BGP - Property Team	3334	3.1.2.1	PBC Building Report	The report must be accurate	0% deviation	100% inspection	The option may not be exercised.
BGP - Property Team	3435	3.1.2.7	PBC Valid Accounting Transaction Analysis (VAT) Analysis	The report must be accurate	0% deviation	100% inspection	The option may not be exercised.
BGP - Property Team	3536	3.1.2.3 & 3.1.2.4	File Extraction and Report Analyzing accounting VAT transactions	The report must be accurate	0% deviation	100% inspection	The option may not be exercised.
BGP - Property Team	3637	3.1.2.9	Regional Transaction VAT Recommendations With Supporting Documentation	The report must be accurate	0% deviation	100% inspection	The option may not be exercised.

Statement of Work (RFQ No. ID14170185)

51

BGP - Property Team	3738	3.1.4.13	Unique Property Transaction White Papers	The Papers must have quality written documentation, supporting calculation files, references to professional publications, and recommendations presented to management must have ample support	0% deviation	100% inspection	The option may not be exercised.
BGP - Property Team	3839	3.1.6.10	FASAB Analysis and Recommendations White Paper	The Papers must have quality written documentation, supporting calculation files, references to professional publications, and recommendations presented to management must have ample support	0% deviation	100% inspection	The option may not be exercised.
BGP - RWA Team	3940	3.1.3.2 & 3.1.3.5	RWA Report	Conclusion on the report must be accurate and all worksheet adjustments must be submitted	0% deviation	100% inspection	The option may not be exercised.
BGP - RWA Team	4041	3.1.3.1 & 3.1.3.4	Daily RWA Variance Report	Review and report on variances must be accurate and corrective actions taken	0% deviation	100% inspection	The option may not be exercised.
BGP - RWA Team	4142	3.1.3.3	Manage RWA mailbox	Accurate responses to email must be provided within 24 hours	0% deviation	Periodic Inspection	The option may not be exercised.
BGP - Environmental Liabilities Team	4243	3.1.6.8 & 3.1.1.11 & 3.1.6.4 & 3.1.6.5	Deliverable: Annual Asbestos and Non-asbestos	The Papers must have quality written documentation, supporting	0% deviation	100% inspection	The option may not be exercised.

			Sensitivity Analysis	calculation files, references to professional publications, and recommendations presented to management must have ample support			
BGP - Environmental Liabilities Team	43 44	3.1.6.1 & 3.1.6.2	Annual Environmental Projects Review	The review must be complete and accurate	0% deviation with re-work due within 2 days	100% inspection	The option may not be exercised.
BGP - Environmental Liabilities Team	44 45	3.1.6.1 & 3.1.6.2	Review of Regional Responses during Annual Environmental Project Review	Documentation on templates must contain high quality, accurate information and email responses due to regions within 24 hours must contain complete and accurate information	0% deviation with re-work due within 2 days	100% inspection	The option may not be exercised.
BGP - Environmental Liabilities Team	45 46	3.1.6.1 & 3.1.6.2	Finalize Reclassifications for Environmental Projects Reviewed	Documentation on templates must contain high quality, accurate information	0% deviation	100% inspection	The option may not be exercised.
BGP - Environmental Liabilities Team	46 47	3.1.6.1 & 3.1.6.2	Team results for Environmental project reviews	Documentation used to track team results must be accurate, complete, and timely for tracking purposes	0% deviation, 1-day for re-work	100% inspection	The option may not be exercised.
BGP - Environmental Liabilities Team	47 48	3.1.4.3 & 3.1.5.3	Upload of templates	Uploads of templates must be timely, accurate, and complete	0% deviation, 1-day for re-work	100% inspection	The option may not be exercised.

Statement of Work (RFQ No. ID14170185)

53

BGP - Environmental Liabilities Team	4849	3.1.5.1 & 3.1.6.4 & 3.1.6.5	Environmental Liabilities Reports	All Reports, checklists, and supporting documents must be timely, accurate, and complete	0% deviation, 1-day for re-work	100% inspection	The option may not be exercised.
BGP - Environmental Liabilities Team	4950	3.1.5.1	Prepare Regional IRIS/Open Items Environmental Reports	Reports must be complete and accurate	0% deviation, 2-days for re-work	100% inspection	The option may not be exercised.
BGP - Environmental Liabilities Team	5051	3.1.6.5	Document results of Environmental Liabilities Report reviews on PBS CO and BGP Checklist (G-sheet)	All Reports, checklists, and supporting documents must be timely, accurate, and complete	0% deviation, 1-day for re-work	100% inspection	The option may not be exercised.
BGP - Environmental Liabilities Team	5152	3.1.6.6	Review of PBS Asbestos Surveys	All Reports, checklists, and supporting documents must be timely, accurate, and complete	0% deviation, 2-days for re-work	100% inspection	The option may not be exercised.
BGP - Environmental Liabilities Team	5253	3.1.6.6 & 3.1.4.3	Report of Analysis of financial and qualitative data from asbestos survey	All Reports, checklists, and supporting documents must be timely, accurate, and complete	0% deviation, 2-days for re-work	100% inspection	The option may not be exercised.
BGP - Environmental Liabilities Team	5354	3.1.6.9	Report of Asset (CIP/CAP) Analysis for compliance with FASAB 6 financial reporting	The analysis must be complete, accurate, and comparable to historic reports	0% deviation, 2-days for re-work	100% inspection	The option may not be exercised.

Statement of Work (RFQ No. ID14170185)

54

			(eff. 9/30/1997)				
BGP - Environmental Liabilities Team	5455	3.1.5.2 & 3.1.5.3	Perform reconciliation of building inventory in compliance with Asbestos/ Non-asbestos inventory criteria	The analysis must be complete, accurate, and comparable to historic reports	0% deviation, 2-days for re-work	100% inspection	The option may not be exercised.
BGP - Environmental Liabilities Team	5556	3.1.5.2 & 3.1.5.3	Perform reconciliation of Land asset balances to track for Environmental purposes.	The analysis must be complete, accurate, and comparable to historic reports	0% deviation, 2-days for re-work	100% inspection	The option may not be exercised.
BGP - Environmental Liabilities Team	5657	3.1.5.2	Monthly reconciliation of subsidiary VATs to Trial Balance for reporting purposes based upon prescribed criteria.	The analysis must be complete, accurate, and comparable to standard general ledger account balances historic reports	0% deviation, 2-days for re-work	100% inspection	The option may not be exercised.

Statement of Work (RFQ No. ID14170185)

55

BGP - Environmental Liabilities Team	5758	3.1.6.10	Report of written recommendations of the implementation of environmental liabilities, analysis of financial, building and project information under current and new FASAB requirements	The Papers must have quality written documentation, supporting calculation files, references to professional publications, and recommendations presented to management must have ample support	0% deviation, 2-days for re-work	100% inspection	The option may not be exercised.
BGP - Lease Team	5859	3.1.4.3	Amortization Tables and Data Files for: Mid-Month 1, Mid-Month 2, and Worksheets	The tables and data files used to prepare the Amortization Tables must be complete and accurate	0% deviation	100% inspection	The option may not be exercised.
BGP - Lease Team	5960	3.1.4.3	Amortization Schedules and Data Files for Mid-Month 1, Mid-Month 2, and Worksheets	The tables and data files used to prepare the Amortization Tables must be complete and accurate	0% deviation	100% inspection	The option may not be exercised.
BGP - Lease Team	6061	3.1.7.2 3.1.7.3	Lease Expense Adjustment Report: Mid-Month 1, Mid-Month 2, and Worksheet	The report must be complete and accurate	0% deviation	100% inspection	The option may not be exercised.

Statement of Work (RFQ No. ID14170185)

56

			s				
BGP - Lease Team	6462	3.1.7.4 3.1.7.5	Variance Analysis Report and Data File for Lease Expense Amortizations and OA Revenue Adjustments: Reviewing Valid Accounting Transactions	The data files used to prepare the report and the report must be complete and accurate	0% deviation	100% inspection	The option may not be exercised.
BGP - Lease Team	6263	3.1.7.6	Analysis of Financial Statement Impact of Lease Terms from Rexus Mid-Month 1, Mid-Month 2, and Worksheets	The worksheets analysis must be complete and accurate	0% deviation	100% inspection	The option may not be exercised.
BGP - Lease Team	6364	3.1.7.7	Lease Classification Review Analysis Template	The two Lease Classification Review Analysis Templates must be accurately and completely prepared each day	0% deviation	100% inspection	The option may not be exercised.

Statement of Work (RFQ No. ID14170185)

57

BGP - Lease Team	6465	3.1.7.3	Report of Expected Amortization Tables Adjustments	The report must be complete and accurate	0% deviation	100% inspection	The option may not be exercised.
BGP - Lease Team	6566	3.1.7.11	Future Minimum Lease Payments & Future Minimum Revenue Footnote Disclosures	A query must be established to provide a complete and accurate population of leases requiring disclosure	0% deviation	100% inspection	The option may not be exercised.
BGP - Lease Team	6667	3.1.7.11	Future Minimum Lease Payments & Future Minimum Revenue Footnote Disclosures	Accounting schedules must be developed that are complete and accurate	0% deviation	100% inspection	The option may not be exercised.
BGP - Lease Team	6768	3.1.1.4	Report of Methodology	The Report must have quality written documentation, supporting calculation files, references to professional publications, and recommendations presented to management must have ample support and references to FASAB and OMB financial reporting standards	0% deviation	100% inspection	The option may not be exercised.

Statement of Work (RFQ No. ID14170185)

58

BGP - Lease Team	6869	3.1.1.3	Report on Recommendations for Business Process Improvement for Individual Financial Statement Accounts	The Report must have quality written documentation, supporting calculation files, references to professional publications, and recommendations presented to management must have ample support and references to FASAB, OMB, and other authoritative accounting standards	0% deviation	100% inspection	The option may not be exercised.
BGP - Lease Team	6970	3.1.7.10	Report of Recommendations for Emerging and Present Accounting Issues	The Report must have quality written documentation, supporting calculation files, references to professional publications, and recommendations presented to management must have ample support and references to FASAB, OMB, and other authoritative accounting standards	0% deviation	100% inspection	The option may not be exercised.

Statement of Work (RFQ No. ID14170185)

59

BGP - Lease Team	7071	3.1.1.7 3.1.6.9 3.1.7.9 3.1.7.10	Report of Recommendations for Implementing FASAB Proposed Standards	The Report must have quality written documentation, supporting calculation files, references to professional publications, and recommendations presented to management must have ample support and references to FASAB, OMB, and other authoritative accounting standards	0% deviation	100% inspection	The option may not be exercised.
BGP - Lease Team	7472	3.1.1.7 3.1.6.9 3.1.7.9 3.1.7.10	Implementation of Recommendations for Implementing FASAB Proposed Standards	The Report must have quality written documentation, supporting calculation files, references to professional publications, and recommendations presented to management must have ample support and references to FASAB, OMB, and other authoritative accounting standards	0% deviation	100% inspection	The option may not be exercised.
BGP - Lease Team	7273	3.1.2.6 3.1.8.1 3.1.8.2 3.1.8.3 3.1.8.4	Business Process Automation in MS Access	Automation of Business Process must produce complete and accurate information	0% deviation	100% inspection	The option may not be exercised.

BGP – ULO	7374	3.1.3.6	EASi to Pegasys variance Report	The EASi to Pegasys variance must be done timely and completely to ensure other related processes can proceed	0% Deviation	100% Inspection and Review	The option may not be exercised.
3.2 Review and Analyze the General Ledger and Associated Records In Support of Accounting and Financial Reporting Division (BGA)							
BGA	7475	3.2.1	Closed Corrective Action Plan Monitoring Plan (CAPs)	The Closed Corrective Action Plan Monitoring Plan needs to be complete and accurate with effective monitoring controls.	Minor edits, once identified must be corrected within 3 days from when they are identified.	100% Inspection	The option may not be exercised.
BGA	7576	3.2.1	Report of Summary Analysis of Internal Controls for all CAPs	The Report of Summary Analysis of Internal Controls for all CAPs needs to be complete and accurate with effective monitoring controls.	Minor edits, once identified must be corrected within 3 days from when they are identified.	100% Inspection	The option may not be exercised.
BGA	7677	3.2.1	Report of Testing of Internal Controls for Individual Closed CAPs	The Report of Testing of Internal Controls for Individual Closed CAPs needs to be complete and accurate with effective monitoring controls.	Minor edits, once identified must be corrected within 3 days from when they are identified.	100% Inspection	The option may not be exercised.
BGA	7778	3.2.1	Work Papers for Test of Internal Controls for Individual	The Work Papers for Test of Internal Controls for Individual Closed CAPs needs to be complete and	Minor edits, once identified must be corrected within 3 days from	100% Inspection	The option may not be exercised.

			Closed CAPs	accurate with effective monitoring controls.	when they are identified.		
3.3 Develop Revenue Figure In Support of PBS Analytics Division (BID)							
BID	7879	3.3.1 and 3.3.2	File of Data Extracts and Reports from Data Systems	The File of Data Extracts and Reports from Data Systems must be responsive, timely, and complete	0% Deviation	Direct Observation	The option may not be exercised.
BID	7980	3.3.3	Revenue Analysis Report	The Revenue Analysis Report must have support for the contents of the report and accurate	0% Deviation	Periodic Inspection	The option may not be exercised.
BID	8081	3.3.3	Validation and Analysis Report of Monthly Base Rent	The Validation and Analysis Report of Monthly Base Rent must be done timely and completely	0% Deviation	100% Inspection and Review	The option may not be exercised.
BID	8182	3.3.3	Analysis of Leased and Owned Inventory Changes Report	The report must identify records that need further review	0% Deviation	Periodic Inspection	The option may not be exercised.
BID	8283	3.3.3	Report of Analysis of Line Items of Broker Commission Credits and Free-Rent Date	The report must be on time, accurate, complete, and repeatable	0% Deviation	100% Inspection and Review	The option may not be exercised.
BID	8384	3.3.3	Customer and GSA Rent Projections Variance Analysis	This analysis must be accurate, complete, and identify the source of the	0% Deviation	100% Inspection and Review	The option may not be exercised.

				variance			
BID	8485	3.3.3	Rent Estimate Rate Analysis Report	The report must have justifications that are accurate, complete, and properly supported	0% Deviation	100% Inspection and Review	The option may not be exercised.
3.4 Internal Reports and Control Support for Internal Controls Division (BGI)							
BGI	8586	3.4.1.1 and 3.4.1.2	Report on Purchase Card Testing, Perform analysis to identify trends associated with improper purchase card payments	The report must be accurate, complete, and repeatable	0% Deviation	100% Inspection and Review	The option may not be exercised.
BGI	8687	3.4.2.1	Report on Improper Payments and Assist in testing high risk programs for improper payments in accordance with OMB Circular A-123 and gather the documentation for sample testing of lease	The report must be accurate, complete, and repeatable	0% Deviation	100% Inspection and Review	The option may not be exercised.

			digests, Lease Actions, and Lease Amendments (LAs) from leasing database (GREX)				
BGI	8788	3.4.2.2	Report on the Recapture of Improper Payments	The report must be accurate, complete, and repeatable	0% Deviation	100% Inspection and Review	The option may not be exercised.
BGI	8889	3.4.2.3	Report of Sampling Plan for Annual Improper Payment Reporting Audit (IPERA)	The report must be accurate, complete, and repeatable	0% Deviation	100% Inspection and Review	The option may not be exercised.
BGI	8990	3.4.3.1	Update the GSA 5-year Internal Control Plan for Internal Control Reviews of Assessable units	The report must be accurate and complete	0% Deviation	100% Inspection and Review	The option may not be exercised.
BGI	9091	3.4.3.2	Analysis of Testing During Internal Control Reviews	The report must be accurate and complete	0% Deviation	100% Inspection and Review	The option may not be exercised.

Statement of Work (RFQ No. ID14170185)

64

BGI	9492	3.4.4.1	Prepare supporting information and Root Cause Analysis for Improper Payment Agency Financial Report	The report must be accurate, complete, and repeatable	0% Deviation	100% Inspection and Review	The option may not be exercised.
BGI	9293	3.4.4.2	Report on tables & populated figures for the Agency Financial Report	The report must be accurate, complete, and repeatable	0% Deviation	100% Inspection and Review	The option may not be exercised.
BGI	9394	3.4.5.2 and 3.4.5.5	Report on NFR and CAP actions, and create Powerpoint presentations for senior management meeting (MCOC) and hold Meetings	The report must be on-time, complete, and accurate	0% Deviation	100% Inspection and Review	The option may not be exercised.
BGI	9495	3.4.5.5	Internal Reporting Support Documents	The documents need to be completed on-time, accurately, and in the format specified by GSA Management	0% Deviation	100% Inspection and Review	The option may not be exercised.
BGI	9596	3.4.5.1 and 3.4.5.3	Internal Reporting Support Documents	The documents need to be completed on-time, accurately, and in the format specified by GSA Management	0% Deviation	100% Inspection and Review	The option may not be exercised.

Statement of Work (RFQ No. ID14170185)

65

BGI	9697	3.4.5.4	Internal Reporting Support Documents	The documents need to be completed on-time, accurately, and in the format specified by GSA Management	0% Deviation	100% Inspection and Review	The option may not be exercised.
-----	------	---------	--------------------------------------	---	--------------	----------------------------	----------------------------------

4516.0 QUALITY ASSURANCE SURVEILLANCE PLAN (QASP)

	Performance Requirement	Performance Requirement
Performance Requirement	Attendance	Reporting
Desired Outcomes	Availability	Accuracy and Timeliness
Method of Surveillance	The Government will reference the Contractor's Time Cards in order to verify receipt of services and proper invoicing.	Review of work products
Performance Standard	Contract Employee's accessibility to Government personnel	Work product must be submitted in a timely manner and is commensurate with level of specialized experience
Place of Inspection	GSA, Central Office	GSA, Central Office
Due Date of Service Deliverable	As Stated in Section 6.0, Location and Hours of Work	As Stated in Section 89.0 Deliverables
Scheduled Date of Inspection	Within 7 business days of receipt of contractor's monthly invoice	Within 10 business days upon receipt of service/deliverable

Acceptable Quality Level (AQL)	95%	99%
Incentives/Disincentives (for Meeting or Not Meeting the Acceptable Quality Level)	Government will (or will not) exercise next optional period of performance at its unilateral discretion.	Government will (or will not) exercise next optional period of performance at its unilateral discretion.
Authorized Government Official	Contracting Officer's Representative (COR)	Contracting Officer's Representative (COR)
Notification of Conformance	Written notification to Contractor (e-mails are acceptable)	Written Acceptance, Conditional Acceptance or Rejection with Supporting Rationale (email is acceptable)
No. of days Provided to Correct Non-conforming Service/Deliverable after Rejection	Two (2) business days (written explanation/plan to correct contractor employee excessive absences/unavailability)	Written response in five (5) business days
Total number of Corrections Authorized per Rejection	Two (2) (Unless Authorized by COR or CO in writing).	Two (2) (Unless Authorized by COR or CO in writing).

4617.0 GOVERNMENT POINTS OF CONTACT

GSA Contracting Officer (Primary POC):

Anita Little, e-mail: anita.little@gsa.gov , Tel: (202) 501-0087

GSA Contract Specialist (Alternate POC):

Natalia Belinsky, e-mail: natalia.belinsky@gsa.gov, Tel: (202) 694-2996

GSA OCFO Contracting Officer Representative (COR):

Alexis Duncan, e-mail: alexis.duncan@gsa.gov, Tel: (202) 304-8209

4718.0 ACRONYMS

CAP - Corrective Action Plan

CIP - Construction in Process

FASAB - Federal Accounting Standards Advisory Board

FMFIA - Federal Managers' Financial Integrity Act

GAAP - Generally Accepted Accounting Principles

IPERA - Improper Payments Elimination and Recovery Act of 2010

MCOC - Management Control and Oversight Council

NFR - Notices of Findings and Recommendations

OCFO - Office of the Chief Financial Officer

OPM - Office of Personnel Management

PBS - Public Building Service

RWA - Reimbursable Work Authorization

SFFAS - Statement of Federal Financial Accounting Standards

VAT - Valid Accounting Transaction

APPENDIX A – NONDISCLOSURE AGREEMENT

NON DISCLOSURE/CONFIDENTIALITY AGREEMENT FOR CONTRACTOR EMPLOYEES

Upon contract award, all contractor employees assigned to GSA Contract/Order No. **[Requirement Title]** will be required to sign this nondisclosure/confidentiality agreement.

In connection with **[insert company's name]** providing certain services to the GSA, the GSA has made and will make available to **[insert company's name]** certain confidential, non-public information. As a condition to such information being furnished to **[insert company's name]** and its employee, **[insert employee's name]**, **[insert employee's name]** agrees to treat any information provided by GSA (whether prepared by GSA, its representatives or otherwise) which is furnished to **[insert company's name]** and **[insert employee's name]** now or in the future by or on behalf of GSA (herein collectively referred to as "Confidential Material") in accordance with the provisions of this agreement (this "Agreement"), and to take or abstain from taking certain other actions as hereinafter set forth.

Confidential Material also includes all notes, analyses, compilations, studies, interpretations or other documents prepared by **[insert company's name]** or its representatives which contain, reflect or are based upon, in whole or in part, the information furnished to **[insert company's name]** or its representatives by GSA pursuant hereto.

Confidential Material does not include information which: (i) is or becomes generally available to the public other than as a result of a disclosure by **[insert company's name]** or its representatives, (ii) was within the possession of **[insert company's name]** prior to it being furnished to **[insert company's name]** by or on behalf of GSA or its representatives pursuant hereto, provided that the source of such information was not known by **[insert company's name]** to be bound by an agreement with or other contractual, legal or fiduciary obligation of confidentiality with respect to such information, or (iii) becomes available to **[insert company's name]** on a non-confidential basis from a source other than GSA or any of its representatives, provided that source is not bound by an agreement with or other contractual, legal or fiduciary obligation of confidentiality with respect to such information.

Except as otherwise provided herein, **[insert employee's name]** hereby agrees that he/she shall use the Confidential Material solely for the purpose of performing services to GSA. **[Insert employee's name]** further agrees that the Confidential Material will be kept confidential and will not be disclosed in any manner whatsoever; provided, however, that: (i) **[insert employee's name]** may make any disclosure of Confidential Material to which GSA gives its prior written consent, and (ii) any of the Confidential Material may be disclosed to **[insert company's name]** legal advisors and sub-contractors approved by GSA who need to have such Confidential Material for the sole purpose of performing work mutually agreed under the contract and who agree to be bound by the terms hereof to the same extent as **[insert company's name]** and its representatives.

Print Name: _____ Date: _____

Signature: _____

Formatted: Font: 11 pt

APPENDIX B – Conflict of Interest Certification**Conflict of Interest Certification**

(1) The contractor, subcontractor, employee, or consultant, by signing the form in this clause, certifies that, to the best of its knowledge and belief, there are no relevant facts or circumstances that could give rise to an organizational or personal conflict of interest, (see FAR Subpart 9.5 for organizational conflicts of interest) (or apparent conflict of interest), for the organization or any of its staff, and that the contractor, subcontractor, employee, or consultant has disclosed all such relevant information if such a conflict of interest appears to exist to a reasonable person with knowledge of the relevant facts (or if such a person would question the impartiality of the contractor, subcontractor, employee, or consultant). Conflicts may arise in the following situations:

(i) **Unequal access to information.** A potential contractor, subcontractor, employee, or consultant has access to non-public information through its performance on a government contract.

(ii) **Biased ground rules.** A potential contractor, subcontractor, employee, or consultant has worked, in one government contract, or program, on the basic structure or ground rules of another government contract.

(iii) **Impaired objectivity.** A potential contractor, subcontractor, employee, or consultant, or member of their immediate family (spouse, parent, or child) has financial or other interests that would impair, or give the appearance of impairing, impartial judgment in the evaluation of government programs, in offering advice or recommendations to the government, or in providing technical assistance or other services to recipients of Federal funds as part of its contractual responsibility. "Impaired objectivity" includes but is not limited to the following situations that would cause a reasonable person with knowledge of the relevant facts to question a person's objectivity:

(A) Financial interests or reasonably foreseeable financial interests in or in connection with products, property, or services that may be purchased by an educational agency, a person, organization, or institution in the course of implementing any program administered by the Department;

(B) Significant connections to teaching methodologies or approaches that might require or encourage the use of specific products, property, or services; or

(C) Significant identification with pedagogical or philosophical viewpoints that might require or encourage the use of a specific curriculum, specific products, property, or services.

(2) Offerors must provide the disclosure described above on any actual or potential conflict of interest (or apparent conflict of interest) regardless of their opinion that such a conflict or potential conflict (or apparent conflict of interest) would not impair their objectivity.

(3) In a case in which an actual or potential conflict (or apparent conflict of interest) is disclosed, the Department will take appropriate actions to eliminate or address the actual or potential conflict, including but not limited to mitigating or neutralizing the conflict, when appropriate, through such means as ensuring a balance of views, disclosure with the appropriate disclaimers, or by restricting or modifying the work to be performed to avoid or reduce the conflict. In this clause, the term “potential conflict” means reasonably foreseeable conflict of interest.

(b) The contractor, subcontractor, employee, or consultant agrees that if “impaired objectivity”, or an actual or potential conflict of interest (or apparent conflict of interest) is discovered after the award is made, it will make a full disclosure in writing to the contracting officer. This disclosure shall include a description of actions that the contractor has taken or proposes to take to avoid, mitigate, or neutralize the actual or potential conflict (or apparent conflict of interest).

(c) **Remedies.** The Government may terminate this contract for convenience, in whole or in part, if it deems such termination necessary to avoid the appearance of a conflict of interest. If the contractor was aware of a potential conflict of interest prior to award or discovered an actual or potential conflict after award and did not disclose or misrepresented relevant information to the contracting officer, the Government may terminate the contract for default, or pursue such other remedies as may be permitted by law or this contract. These remedies include imprisonment for up to five years for violation of [18 U.S.C. 1001](#) and fines of up to \$5000 for violation of [31 U.S.C. 3802](#). Further remedies include suspension or debarment from contracting with the Federal government. The contractor may also be required to reimburse the Department for costs the Department incurs arising from activities related to conflicts of interest. An example of such costs would be those incurred in processing Freedom of Information Act requests related to a conflict of interest.

(d) In cases where remedies short of termination have been applied, the contractor, subcontractor, employee, or consultant agrees to eliminate the organizational conflict of interest, or mitigate it to the satisfaction of the contracting officer.

(e) The contractor further agrees to insert in any subcontract or consultant agreement hereunder, provisions that conform substantially to the language of this clause, including specific mention of potential remedies and this paragraph (e).

(f) Conflict of Interest Certification.

The offeror, [insert name of offeror], hereby certifies that, to the best of its knowledge and belief, there are no present or currently planned interests (financial, contractual, organizational, or otherwise) relating to the work to be performed under the contract or task order resulting from Request for Quotation No. [insert number] that would create any actual or potential conflict of interest (or apparent conflicts of interest) (including conflicts of interest for immediate family members: spouses, parents, children) that would impinge on its ability to render impartial, technically sound, and objective assistance or advice or result in it being given an unfair competitive advantage. In this clause, the term “potential conflict” means reasonably foreseeable conflict of interest. The offeror further certifies that it has and will continue to

Field Code Changed

Field Code Changed

Field Code Changed

Statement of Work (RFQ No. ID14170185)

72

exercise due diligence in identifying and removing or mitigating, to the Government's satisfaction, such conflict of interest (or apparent conflict of interest).

RFQ/Contract No.

Signature
Offeror's Name:
Title:
Date: